



January 25, 2012

Dear Local Government Records Commission:

Enclosed is a copy of the Application for One-Time Disposal (RC-1) and/or the Schedule of Records Retention and Disposition (RC-2).

Please be aware that the Ohio General Assembly changed some of the records management procedures as part of House Bill 153 (the FY2012-2013 state budget). These changes, to take effect on September 29, 2011, include:

- Application for One-Time Disposal (RC-1): Records listed on RC-1 forms will not need to be listed on separate Certificates of Records Disposal (RC-3) forms. Instead these records may be disposed upon receipt of the RC-1 form signed by the State Archives and the State Auditor's Office.
- Schedule of Records Retention and Disposition (RC-2): Records listed on RC-2 forms may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record series. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

Please note that these changes do not take effect until September 29 and are therefore only for RC-1 and RC-2 forms approved by records commissions after September 29, 2011. Records that will be disposed according to RC-1 or RC-2 forms approved by records commissions before September 29, 2011 should continue to submit the Certificates of Records Disposal (RC-3 form) to the State Archives.

The State Archives has the following recommendations for local governments as the new procedures are implemented:

- Including a description of the record series on the RC-2 form will assist the State Archives with determining the potential historical value of the records and the need to submit an RC-3 for the records. The description should not only include what type of information is included in the records but also how the records are used by the office.
- If you wish to dispose of a record that is more than 50 years old, please contact the State Archives, even if the retention schedule does not require a Certificate of

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Records Disposal. While the age of a record is not the only factor that determines historical value, in general records that are 50 years old or older are more likely to have historical value.

- Local governments should still document internally the disposal of their records, even for those series that are not required by the State Archives to be listed on Certificates of Records Disposal (RC-3 forms). Maintaining documentation on the destruction of records will assist in complying with public records requests by showing that records have been legally disposed.

More information on the changes in procedures is available on our website at <http://www.ohiohistory.org/resource/lgr/>. If you have any questions please don't hesitate to contact the Ohio Historical Society's Local Government Records Program at 614-297-2553 or localrecs@ohiohistory.org.