



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17th Avenue  
Columbus, Ohio 43211-2474

NOV 11 2015  
STATE AND LOCAL  
GOVERNMENT RECORDS

### ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

See instructions before completing this form. Must be submitted with PART 2

**Section A: Local Government Unit**

Mill Creek Metropolitan Park District

(local government entity)	(unit)		
Lou Schravoni, Chairperson,	James Willock, Chief of Police,	Krum Smith, Treasurer	11/9/15
(signature of responsible official)	(name)	(title)	(date)

**Section B: Records Commission**

Mill Creek Metropolitan Park District 330.702.3000

(telephone number)

PO Box 596, 7574 Columbiana-Canfield Rd.,	Canfield, OH	44406	Mahoning
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address:

mandy@millcreekmetroparks.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

*[Signature]*

11-9-15

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

<i>Amanda D. Brannen</i>	Local Government Records Archivist	1/26/15
Signature	Title	Date

**Section D: Auditor of State**

*Martin E. Miller*

2-9-16

Signature

Date

**Please Note: The State Archives retains RC-1 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**

(local government entity)

(unit)

**ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2***See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by LGRP or Auditor of State
1100.15.002	Accounts Payable Check Copies & Journals 1986-2005	paper		
1100.15.023	Correspondence/Business Files – Administration 1928-2004	paper		
1100.15.098	Visitor Services Files (shelter & room reservations) 1987-2010	paper		
1100.15.038	Facility Income/Cashier Reports 1982-2011	paper		
1100.15.085	Bank Statements/Monthly (credit card slips) 1997-2011	paper		
1100.15.076	Cash Receipts 1942-1985	Paper		
<i>end</i>				