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

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)
Lou Schildt, Chairperson
(signature of responsible official)

(unit)
James Willcox, Chief of Police
(name)

(office)
Kevin Smith, Treasurer
(title)

(date)
11/9/15

Section B: Records Commission
Mill Creek Metropolitan Park District 330.702.3060

(telephone number)
PO Box 596, 7574 Columbus-Canfield Rd., Canfield, OH 44406
(address)
Mahoning
(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.

Records Commission Chair Signature

Date
11/9/15

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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)

SAO/LGRP-RC-1 (Part 1 & 2), Revised August 2014
# 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

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

*end*