

RC-2 CERTIFICATE OF RECORDS DISPOSAL		<b>CANTON CITY SCHOOL DISTRICT RECORDS COMMISSION</b>				DATE							
FROM: _____ (Dept. Administrator)      (Department)		LOCATION OF RECORDS											
TO: CCS Treasurer (who will forward to Ohio Historical Society Records Specialists, Mr. Jim Anderson, Archives & Special Collections, Alden Library, Ohio University, Athens, Ohio 45701-2978, Phone 1-614-593-2712)													
ITEM NO.	RECORD SERIES TITLE (Do not include Full Description)	AUTHORIZATION FOR DISPOSAL		INCLUSIVE DATES OF RECORDS		QUANTITY	DATE DISPS'D	METHOD/DISPOSAL					
		Sched. No.	R.C. Approval Date	From	To			BURNED	SHRED	ARCHIVES	LANDFILL		

TO: Canton City School District Records Commission--I hereby certify that the records listed have been disposed of according to time periods established by approved Schedule or Retention and Disposition or Applications for One-Time Records Disposal. No record has been destroyed which in our opinion pertains to any pending case, claim or activity.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

(please see instructions)

INSTRUCTIONS - FORM RC-2

USE OF FORM: To serve as a notification of records disposal to the Canton City School District Records Commission and to The Ohio Historical Society, Archives--Library Division

WHEN TO USE: To be prepared by June 30 of each year.

PREPARATION: Prepare original and make two (2) copies. Submit original and one (1) copy to Canton City Schools District Treasurer's Office and retain one (1) copy in department/school making request.

Original will be submitted to CCS Records Commission and to Mr. Jim Anderson, Archives & Special Collections, Alden Library, Ohio University, Athens, Ohio 45701-2978-- who will then forward the forms to Auditor of State's Records Officer, P.O. Box 1140, Columbus Ohio 43266-0040

EXPLANATION OF COLUMNS

- ITEM NO: Number consecutively 1,2,3,4, etc.
- RECORD SERIES TITLE: Enter approved schedule or one-time number and date approved by Canton City School District Record Commission.
- INCLUSIVE DATES OF RECORDS: Enter the period covered by the records being disposed of such as Jan 79 to Jan 80, etc.
- QUANTITY: Indicate cubic feet, volumes, or rolls of microfilm or computer tape. A filled letter size drawer contains 1.5 cubic feet and a legal-size drawer contains 2.0 cubic feet.
- DATE OF DISPOSAL: Enter actual date records are to be destroyed or transferred.
- METHOD OF DISPOSAL: Place an "X" in the applicable column to indicate the method of disposal. If method other than the one indicated was used, show this method by typing across the columnar lines.
- SIGNATURE: Obtain the signature of the authorized official. (Principal or department head)