



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

Coshocton City School	Terri Eyerman, Treasurer/CFO	(740) 622-1901	Board of Education Offices
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)
1207 Cambridge Rd.	Coshocton, OH	43812	Coshocton
(Address)	(City)	(Zip Code)	(County)
			(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(Signature of Responsible Official)	(Title)	(Telephone number)
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To have this form returned to the Records Commission electronically, include an email address: [lelonie.sanders@coshoctoncityschools.com](mailto:lelonie.sanders@coshoctoncityschools.com)

***Please Note: The State Archives retains RC-3 forms for seven years.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form.***



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

**Coshocton City School District**

(Political Subdivision Name)

(Unit)

(1) Records Series Title (According to Records Retention Schedule)	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
<b>EXAMPLE: Employee Files Applications</b>	<b>2306</b>	<b>07/21/2022</b>	<b>Paper</b>		<b>01/01/2017 to 06/30/2020</b>		<b>August 15, 2022</b>	
Receipts/Deposits	4302	10/31/24	Paper	Electronic	07/01/2018 to 10/31/2018		December 15, 2024	
Receipts/Deposits	4302	10/31/24	Paper	Electronic	11/01/2018 to 02/28/2019		December 15, 2024	
Receipts/Deposits	1302	10/31/24	Paper	Electronic	03/01/2019 to 06/30/2019		December 15, 2024	
Food Service Records	5561	10/31/24	Paper		01/01/2013 to 6/30/2020		December 15, 2024	
Lunchroom Records	5562	10/31/24	Paper		01/01/2013 to 6/30/2020		December 15, 2024	
Employment Applications	2306	10/31/24	Paper		07/01/2021 to 06/30/2022		December 15, 2024	
Board Meeting Agendas	1305	10/31/24	Paper	Electronic	05/01/2020 to 06/30/2023		December 15, 2024	
Board Meeting Notes	1304	10/31/24	Paper		05/01/2020 to 06/30/2023		December 15, 2024	

# Coshocton City School District

(Unit)

[illegible]

# Coshocton City School District

(Unit)

[illegible]

# Coshocton City School District

(Unit)

[illegible]



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**Coshocton City School District**

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(Political Subdivision Name)

(Unit)