



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

5/28/13

Section A: Local Government Unit

Geauga County Sheriff
 (local government entity) (unit)
Daniel McClelland Daniel McClelland Sheriff 2/24/13
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Geauga Co. ⁹
 Records Commission 440-278-1776
 (telephone number)
 470 Center St. Bldg 8D Chardon 44024 Geauga
 (address) (city) (zip code) (county)

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

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.

Mary E. Samuels 4-23-13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Connor Govt. Records Archivist 5/11/13
 Signature Title Date

Section D: Auditor of State

Martin E. Mah 5-20-13
 Signature Date

**Please Note: The State Archives retains RC-2 forms permanently.
 It is strongly recommended that the Records Commission retain a permanent copy of this form**