



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

FEB
 JAN 17 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

GEAUGA COUNTY _____ GENERAL SCHEDULE _____
 (local government entity) (unit)

Clair Wilson Clair Wilson Archivist/Records Manager 1/19/21
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Geauga County Records Commission 440-279-1773
 (telephone number)

470 Center St. _____ Chardon _____ 44024 _____ Geauga _____
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: cwilson@co.geauga.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules
 ed 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.

James W. Dwork _____ 1-29-21
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amanda Rindler _____ Local Government Records Archivist 2/22/2021
 Signature Title Date

Section D: Auditor of State

Martin E. Meeks _____
 Digitally signed by Martin E. Meeks
 Date: 2021.02.26 13:34:42 -05'00'

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**