

CERTIFICATE OF RECORDS DISPOSAL

RC-3

Sheriff's Office **Support Services** **Sergeant Tom Flanders** **Sheriff's Headquarters**
 Name of Political Subdivision Unit Contact Person Location of Records
 345 West Second Street Dayton 45422 Montgomery
 Address City Zip Code County

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 Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending 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.

Signature of Responsible Official _____ Sheriff Title _____ 937-225-4192 Telephone Number _____
 PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date					
Criminal Case History Cards and Logs	08-07		Paper		Thru 2008		PLEASE REVIEW, PRIOR TO SHERIFF'S SIGNING. THANKS, REJECTED! SGT. T. FLANDERS
TPO and Warrant Cancellation Documents	08-35/08-40		Paper		Thru 2008		
Traffic Citations-Agency Copy	08-36/08-41		Paper		Thru 2008		
Daily Activity Reports	08-08		Paper		Thru 2006		
Foreclosure Sales Files	08-16		Paper		Thru 2008		
Accident Reports	08-03		Paper		Thru 2009 (After placed on microfilm/image)		