

GALION CITY SCHOOLS
CRAWFORD COUNTY, OHIO



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

Section A: Local Government Unit

Galion City School District	470 Portland Way N		
(Local Government Entity)	Galion, Ohio 44833		
<i>Charlene Parkinson</i>	Charlene Parkinson	Treasurer	2/19/2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Galion City Schools Records Commission	Records Commission	419.468.3432
(Local Government Entity)		(Telephone Number)
470 Portland Way N	Galion	44833 Crawford
(Address)	(City)	(Zip Code) (County)

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

parkinson.charlene@galionschools.org

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.

<i>Charlene Parkinson</i>	Records Commission Chair	2/19/2019
Records Commission Chair Signature		Date

Section C: Ohio History Connection - State Arch

<i>Caroline H. H. H.</i>	<i>General Records Analyst</i>	2/27/19
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mui</i>	Records Mgr	3-14-19
Signature	Title	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.

State Archvies/LGRP- RC-2 (Part 1 & 2), Revised January 2019