

Noble Local School District Certificate of Records Disposal

PURPOSE: Document disposal of records in accordance with approved Schedule of Records Retention and Disposition (RC-2).

NOTES: Records listed on the RC-2 forms may be disposed without submitting an RC-3 to State Archives unless:

1. State Archives has indicated on the RC-2 form "RC-3 Required by OHS" (last column on RC-2), in which case, contact the treasurer for the proper paperwork (RC-3).
2. The record in question is more than 50 years old, in which case, contact the treasurer for the proper paperwork (RC-3).

1	Title of Record(s)	2	3	4	5	6	7	Dates of Records		8	Disposal	
								From	To		Date	Method
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20												

Signature

Date