



# Village of Mariemont

6907 WOOSTER PIKE  
MARIEMONT, OHIO 45227-4428  
(513) 271-3246 VILLAGE OFFICE  
(513) 271-4089 POLICE / FIRE  
FAX (513) 271-1655

October 11, 2022

To: Members of the Records Commission

Fiscal Officer Richard Ford  
Solicitor Edward McTigue  
IT Officer Wendler  
Mayor Brown

Pursuant to Resolution NO. R-25-80 and Ohio Revised Code Section 149.39, a meeting of the Village of Mariemont Records Commission will be held at 5:15 p.m. Monday October 24, 2022 preceding the regular Council meeting and ARB hearing.

Section 149.39 requires that this Commission meet at least once every six months even if there is nothing on the agenda. The Tax Department submitted a request for authorization of disposal for Schedule Numbers TX98-1 through TX98-4.

The next meeting of the Records Commission will be scheduled at 6:15 p.m. Monday April 24, 2023.

Sincerely,



Joanee Van Pelt  
Senior Administrative Assistant

p.c. Department Heads



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

**For State Archives – LGRP Use Only**

Date Received:  
 Date Reviewed:  
 Items requested for transfer: YES NO  
 If YES, attach copy of transfer form

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1**

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

Village of Mariemont	Tax Dept	Chuck Barlow	513-271-1606 ext 5	Tax dept
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6907 Wooster Pike	Mariemont	45227	Hamilton	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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 Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal 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. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(Signature of Responsible Official)	Tax Administrator	513-271-1606 ext 5
	(Title)	(Telephone number)
To have this form returned to the Records Commission electronically, include an email address:	<a href="mailto:cbarlow@mariemont.org">cbarlow@mariemont.org</a>	

**Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.**

