

County Recorder Records Retention Schedule (Draft)

This schedule lists records commonly found in the county Recorder's office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Series	Description	Retention Period
Annexation Records	Instruments containing records of the extension of municipal corporation limits.	Permanent
Articles of Incorporation	ORC 1701 - Instruments that contain articles of incorporation of fraternal, religious, social, and immigrant aid associations as well as business concerns.	Permanent
Assignment and Release Records	Instruments either partially or completely transferring or releasing property hypothecated as a security for the repayment of a loan.	Permanent
Audit Sheets	Computer generated printout of data entry used for checking/correcting data entry errors.	Destroy when no longer of value
Bankruptcy Notices	Created by United States Bankruptcy Court; not recorded; sent to office for informational purposes only.	Destroy when no longer of administrative value
Cancellation Corporation Certificates	ORC 5733.20. Instruments of certificates cancelling charters of incorporated companies, which were issued and filed by the Secretary of State.	1 year after cancellation
Certificates of Compliance	Contains records of original certificate of compliance issued by state department of insurance to foreign insurance companies doing business in Ohio, certifying that they have complied with all laws and regulations.	2 years
Certificates of Transfer of Real Estate Records	Contains a record of certificates of transfer of real property in estates, showing decedent, age, heirs, relationship, portion inherited, description and location of property, date ordered by probate judge and date filed and recorded.	Permanent
Child Support Lien Records	Instruments which contain a record of liens against real property for nonpayment of child support.	Permanent
Corporation Franchise/Excise Tax	ORC 5733.01 - Instruments that contain notices of payment of franchise or excise tax and discharge of lien for nonpayment.	Permanent

Record Series	Description	Retention Period
Daily Record of Recorder's Transactions	ORC 317.19- Contains a daily register of instruments recorded, including but not limited to deeds, mortgages, powers of attorney, leases, and liens.	10 years after audit, as per ORC 317.19
Deed Records	ORC 317.08-All deeds and other instruments of writing for the sale or conveyance of lands, tenements, and hereditaments; affidavits; certificates of transfer; easements; restrictions on property use; environmental covenants; memoranda of trust; cemetery deeds.	Permanent
Federal Tax Liens	ORC 317.09 -Instruments attaching liens to property for nonpayment of federal tax.	Permanent
Financing Statements (UCC - Uniform Commercial Code)	ORC 1309.522 - UCC 9-522-Instruments by which real estate is hypothecated as security for the repayment of a loan.	10 years, provided audited
Indexes	Includes ORC 317.18 (reverse indexes). Indexes for Mortgage, Federal Tax Lien, Personal Property Tax Lien, Deed, Plat, Tracts, Geographical Abstracts, Miscellaneous records, Mortgages, Unemployment Compensation Liens, Assignments, Releases, Liens, Recognizances, Lease Records, Military Discharges, Miscellaneous Records, Power of Attorney, Railroad Liens, Abstracts, Excise & Franchise Tax Liens, Federal Tax Liens, Financing Statements/Chattel Mortgage Index, Land Contract Records, Mechanics' & Subcontractors' Liens, Soldier's Grave Records, Notices (ORC 317.201, 5301.51, 5301.52).	Permanent
Land Contracts	ORC 5301.01, 5301.47, 5301.56 - Contains copies of contracts to sell land showing description of real property, purchase price, terms of payment, installments and dates due, date executed.	Permanent
Lease Records	ORC 317.08, 5301.01, 5301.251 - Instruments by which an owner of real property agrees to give the right of possession to another for a specified period of time and for a specified consideration including oil and gas leases.	Permanent
Mechanic's Lien Records	ORC 1311.13 - Shows full names of addresses of debtor and lienholder, reason for lien, description of lien property and date discharged.	10 years after last recorded entry
Military Discharge Records	O.R.C 317.24- Contains records of honorably discharged members from the United States Armed Forces.	Permanent
Miscellaneous Records	Instruments presented for recording, which do not fit any established record series.	Permanent
Mortgage Records/Record of Mortgages	ORC 317.08 - Contains verbatim transcript of instruments by which real estate is hypothecated as security for the repayment of a loan.	Permanent

Record Series	Description	Retention Period
Official Record	Recorded of all documents except Soldier's Discharge and Plat Records, as per ORC 317.08 that were previously journalized separately (including but not limited to: deeds, mortgages, leases, liens, power of attorney, etc.).	Permanent
Partition Fence Records	Instruments containing agreements between parties portioning out responsibility for maintenance of a fence separating properties along a boundary line.	Permanent
Partnership Records/Limited Partnership Records	ORC 1701, 1783.01 - Instruments related to the formation of an association of two or more persons to carry on as co-owners of a business for profit.	Permanent
Personal Property Tax Lien Records	ORC 5719.01 - Instruments filed by the county auditor by which liens are placed on real property for the nonpayment of personal property taxes.	Permanent
Personal Property Tax Lien Release Records	Instruments filed by the county treasurer certifying the partial or complete release of a delinquent personal property tax lien.	Permanent
Plat Record	Contains maps showing the divisions of property within the county.	Permanent
Plat Index	Index to and description of Recorder's Plat books by volume and page.	Permanent
Power of Attorney Records	ORC 317.08, 2133.02, 1337.12, 5301.255- Instruments granting authority by which one person enables another person to act for them; also contains revocations of powers of attorney.	Permanent
Receipt Records and Balance Sheets	Fiscal and administrative records related to the acknowledgement that payment has been received and that money taken in balances with receipts issued.	3 years after audit
Recognizance Liens	ORC 2937.27- Instruments by which liens are placed on real property as a bail bond.	1 year after discharge
Recognizance Liens Discharges	ORC 2937.27 - Instruments canceling certifications for liens on real estate for bail bonds.	1 year after release or discharge
Registered Lands (Torrens)	Contains copies of documents filed affecting property title registered by court order under the Torrens system, showing certificate number, description of land, grantor, grantee, and terms of obligation.	Permanent
Subcontractors' Liens	ORC 1311.02 - Lien issued upon the improvement to a property to secure payment .	Permanent
Unclaimed Original Recorded Documents	Recorded original documents never reclaimed by originator.	Keep 5 years then may destroy

Record Series	Description	Retention Period
Unemployment Compensation Lien Records	ORC 4141.23- Instruments by which liens are placed by the Ohio Bureau of Unemployment Compensation against real and personal property of employers for nonpayment of required contributions.	Permanent
Veterans' Grave Registration	ORC 317.25- Contains records of members of the United States Armed Forces buried within the county.	Permanent
Zoning Resolutions	Contains regulations specifying the uses allowable for real property for each district within the county concerning permitted use, conditional use, building setbacks, and development standards.	Permanent
Obsolete Records		
Abstract of Mortgage Records	Shows grantor, grantee, date mortgage recorded, mortgage, and date canceled.	Permanent
Appraisement Dockets	Created by Courts; kept by office.	Permanent
Authority to Pay Taxes Certificates	Contains verbatim transcripts of certificates of authority to pay taxes assessed against real property; these takes then become a lien against the property. Shows grantor, grantee, description of the property, date executed, and date filed. Also shows conditions under which the lien may be cancelled, recording any cancellation in the margin.	Permanent/Historical
Bulk Sale Notice Records	Contains a record of public notice of the sale of chattels and business property in bulk showing date of notice, bills of sale, names and addresses of grantor and grantee, and dates executed and recorded.	Permanent/Historical
Liens on Livestock	Shows lienholder, owner, description of animal, date filed, and volume and page of lien record wherein recorded. Historical.	Permanent
Mortgage Index of Aid for the Aged Liens (ORC 5105.24)	Shows name and address of aid recipient, date lien filed and discharged, and volume and page of mortgage record wherein lien is recorded. Under the AFA program, aid was given to an elderly Ohioan after a lien against real property by the recipient was signed. This lien was filed with the recorder of the county in which the property was located. Prior to October 21, 1953, a lien statement was required to be filed even when no real property was owned. After that date, only actual liens were required for filing. Aid for the Aged was repealed January 1, 1974.	Appraise for historical value.

Record Series	Description	Retention Period
Railroad Lien Records	ORC 1311.42 - Contains a record of liens filed against railroad property within the county for nonpayment of monies owed in the construction of the railroad, depot, or any part thereof, showing the name and address of lienholder, services rendered, claim, and description of railroad property attached.	Permanent

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