



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

OCTOBER 19 2023

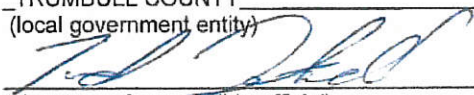
STATE AND LOCAL
 GOVERNMENT RECORDS

INSTRUCTIONS – FORM RC-2

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

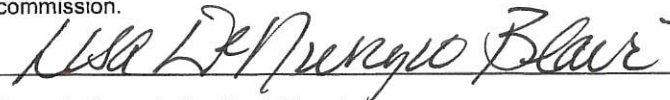
TRUMBULL COUNTY RECORDER
 (local government entity) (unit)

 (signature of responsible official) TOD LATELL, TRUMBULL COUNTY RECORDER 7/20/2023
 (name) (title) (date)

Section B: Records Commission

TRUMBULL COUNTY (330) 675-2518
 (telephone number)
Records Commission
 185 East Market Street, Suite B Warren, Ohio 44481 TRUMBULL
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address:
RSWALLAC@CO.TRUMBULL.OH.US

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.

 10/19/2023
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Signature _____ Title Government Records Archivist Date 10/26/2023

Section D: Auditor of State

Signature _____ 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**



Section E: Records Retention Schedule TRUMBULL COUNTY RECORDER

COUNTY RECORDER-This schedule list 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 Historical Society 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 records series. Instead, each individual email should be evaluated according to its content and retained in accordance with the records series adopted within this schedule that the content most closely fits.

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2023-01	Annexation Records- Instruments containing records of the extension of municipal corporation limits.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-02	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-03	Assignment and Release Records- Instruments either partially or completely transferring or releasing property hypothecated as a security for the repayment of a loan.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-04	Audit Sheets- Computer generated printout of data entry used for checking/correcting data entry errors.	Destroy when no longer of value	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>
2023-05	Bankruptcy Notices- Created by United States Bankruptcy Court; not recorded; sent to office for informational purposes only.	Destroy when no longer of value	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>



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2023-06	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	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>
2023-07	Certificate 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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-08	Child Support Lien Records - Instruments which contain a record of liens against real property for nonpayment of child support.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
Electronic and/or Microfilm and/or Paper	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-10	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 entry	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>
2023-11	Deed Records - ORC 318.08 – 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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-12	Federal Tax Liens - ORC 317.09 – Instruments attaching liens to property for nonpayment of federal tax.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>



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2023-13	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	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>
2023-14	Indexes- Includes ORC 317-18 (reverse indexes) Indexes for Mortgages, Federal Tax Lien, Personal Property Tax Lien, Deed, Plat, Tracts, Geographical Abstracts, Miscellaneous records, Mortgages, Unemployment Compensation Liens, Releases, Liens, Recognizances, Lease Records, Military Discharges, Miscellaneous Records, Powers 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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-15	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-16	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-17	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	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>
2023-18	Military Discharge Records ORC 317.24 – Contains records of honorably discharged members from the United States Armed Forces.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-19	Miscellaneous Records- Instruments presented for recording, which do not any established record series.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
2023-20	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-21	Partition Fence Records- Instruments containing agreements between parties portioning out responsibility for maintenance of a fence separating properties along a boundary line.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-22	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-23	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-24	Personal Property Tax Lien Release Records- Instruments filed by the county treasurer certifying the partial or complete release of a delinquent personal tax lien.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-25	Plat Record- Contains maps showing the divisions of property within the county.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-26	Plat Index- Index to and description of Recorder's Plat Books by Volume and Page.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-27	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>



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2023-28	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	Electronic and/or Microfilm and/or Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the	
2023-29	Recognizance Liens- ORC 2937.27- Instruments by which liens are placed on real property as a bail bond.	1 year after discharge	Electronic and/or Microfilm and/or Paper	audit report has been released pursuant to Sec. 117.26 O.R.C	
2023-30	Recognizance Liens Discharges- ORC 2937.27 Instruments canceling certifications for liens on real estate for bail bonds.	1 year after discharge	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>
2023-31	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-32	Subcontractors' Liens- ORC 1311.02 – Lien issued upon the improvement to a property to secure payment.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-33	Unclaimed Original Recorded Documents- Recorded original documents never reclaimed by originator.	Keep 5 years then may destroy	Electronic and/or Microfilm and/or Paper		<input type="checkbox"/>
2023-34	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-35	Veterans' Grave Registration ORC 317.25- Contains records of members of the United States Armed Forces buried within the county.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>



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2023-36	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	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
	OBSOLETE RECORDS				
2023-37	Abstract of Mortgage Records- Shows grantor, grantee, date mortgage recorded, mortgage, and date cancelled.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-38	Appraisal Dockets- Created by Courts; kept by office.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>
2023-39	Mortgage Index of Aid for the Aged Liens (ORC 5105.24) – Shows the 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 b 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.	Permanent	Electronic and/or Microfilm and/or Paper		<input checked="" type="checkbox"/>



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Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
 State Archives of Ohio
 Local Government Records Archivist
 800 E. 17th Avenue
 Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.