



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

Page 1 of 4

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Delaware County, Ohio

Clerk of Courts – Title Division

(local government entity)

Jan Antonoplos

(unit)

Jan Antonoplos

Clerk of Courts

9/6/16

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Delaware County Records Commission

(740) 833-2140

(telephone number)

2079 US Rt. 23 N.

Delaware

43015

Delaware

(address)

(city)

(zip code)

(county)

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

cshaw@co.delaware.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.

Jeff Butler *10/5/16*

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Prewitt

Signature

State Archivist

Title

10/13/16

Date

Section D: Auditor of State

Martin E. Mohr *Records Mgr*

Signature

Title

10-27-16

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

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Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.*

Delaware County, Ohio

Clerk of Courts – General Division, Domestic Relations Division, and
Bookkeeping Division

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
16-001	Daily Title Reports (Motor vehicle data used to conduct daily business.)	3 years provided audited	All Forms	Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
16-002	Receipts for Cancellation of Liens	2 years provided audited (Ohio County Records Manual)	All Forms		<input type="checkbox"/>
16-003	Receipts for Notation of Liens	2 years provided audited (Ohio County Records Manual)	All Forms		<input type="checkbox"/>
16-004	Active/Current Motor Vehicle Titles (current certificates of title, current duplicate certificates of title, current memorandum certificates of title, current salvage certificates of title, or supporting evidence of such titles covering any motor vehicle).	7 years after date of filing (R.C. § 4505.08(A))	Paper		<input type="checkbox"/>
16-005	Inactive Motor Vehicle Titles (inactive certificates of title, inactive duplicate certificates of title, inactive memorandum certificates of title, or supporting evidence of such titles covering any motor vehicle. Also includes the electronic record described in R.C. § 4505.06(A) (i.e. electronic application for a certificate of title)).	7 years after date of filing (R.C. § 4505.08(A))	Paper and Electronic		<input type="checkbox"/>
16-006	Active/Current Motor Vehicle Titles – Special Vehicles (current certificates of title, current duplicate certificates of title, current memorandum certificates of title, current salvage certificates of title, or supporting evidence of such titles, covering any off-highway motorcycle or all-purpose vehicle).	7 years after date of filing (R.C. § 4519.58(B))	Paper		<input type="checkbox"/>

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Delaware County, Ohio

Clerk of Courts – General Division, Domestic Relations Division, and
Bookkeeping Division

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
16-007	Inactive Motor Vehicle Titles – Special Vehicles (inactive certificates of title, inactive duplicate certificates of title, inactive memorandum certificates of title, or supporting evidence of such titles, covering any off-highway motorcycle or all-purpose vehicle. Also includes the electronic record described in R.C. § 4519.55 (i.e. electronic application for a certificate of title)).	7 years after date of filing (R.C. § 4519.58(B))	Paper and Electronic		<input type="checkbox"/>
16-008	Active/Current Manufactured or Mobile Home Titles (current certificates of title, current duplicate certificates of title, current memorandum certificates of title, current salvage certificates of title, or supporting evidence of such titles covering any manufactured or mobile home).	Permanent	Paper		<input checked="" type="checkbox"/>
16-009	Inactive Manufactured or Mobile Home Titles (inactive certificates of title, inactive duplicate certificates of title, inactive memorandum certificates of title, or supporting evidence of such titles covering any manufactured or mobile home).	Permanent	Paper		<input checked="" type="checkbox"/>
16-010	Electronic record described in R.C. § 4505.06(A) (i.e. electronic application for a certificate of title).	7 years after date of filing (R.C. § 4505.08(A))	Electronic		<input type="checkbox"/>
16-011	Automated Title Processing System (ATPS) – Active Records and Index of Active Records	Indefinite (R.C. §§ 4505.08(A) and 4519.58(B))	Electronic		<input type="checkbox"/>
16-012	Automated Title Processing System (ATPS) - Inactive Records and Index of all Inactive Titles, Except Inactive Titles for Manufactured and Mobile Homes	10 years (R.C. §§ 4505.08(A) and 4519.58(B))	Electronic		<input type="checkbox"/>

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Delaware County, Ohio

Clerk of Courts – General Division, Domestic Relations Division, and
Bookkeeping Division

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
16-013	Automated Title Processing System (ATPS) - Inactive Records and Index of all Inactive Titles for Manufactured and Mobile Homes	30 Years (R.C. §§ 4505.08(A) and 4519.58(B))	Electronic		<input checked="" type="checkbox"/>
16-014	Watercraft and Outboard Motor Titles (certificate of title, duplicate certificate of title, or memorandum certificate of title, or supporting evidence of such titles covering any watercraft or outboard motor).	7 years after date of filing (R.C. § 1548.09)	Paper		<input type="checkbox"/>
16-015	Weekly and monthly office reports	3 Years	All Forms		<input type="checkbox"/>
16-016	All Other Records Not Addressed by the Above Schedules	Per Del. Co. Gen. Records Retention Schedule	All Forms		<input type="checkbox"/>

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 imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should 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 an electronic mailing system. 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 or the Delaware County General Schedule.