

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

(1) TO: Delaware County Records Commission

(2) FROM: Delaware County Recorder's Office

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

(4) Approvals:

Authorized department official:

Kay C. Conklin, Recorder 4-4-91  
Name, title Date

Chairman, Records Commission:

Roy Jackson 4-26-91  
Name Date

Ohio Historical Society:

John Stewart 5/3/91  
Name Date

Auditor of State, Bureau of Inspection and Supervision:

Thomas Augustin Bunker 22 May 91  
Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
91-1	Assignment and Release Record (Verbatim transcript of instruments assigning or releasing a mortgage, shows names and addresses of mortgagor and mortgagee, describes property, indexes original mortgage in mortgage record, date assigned or released.)	Permanent	Microfilm for security
91-2	Cancellation Certificates (Copies of certificates of cancellation of charters of incorporated companies issued and filed by the Secretary of State.)	1 year after cancellation has been recorded in corporation record, then destroy.	
91-3	Certificates of Compliance (Copies of original certificates issued by state department of insurance to foreign insurance companies doing business in Ohio showing name and address of company paid up capital stock, assets, liabilities, income, expenditures, and date filed.)	Permanent	
91-4	Chattel Mortgage Record (Financing Statements)	1 year after expiration of mortgage then destroy.	
91-5	Certificate of Transfer of Real Estate Record (A record of certificates of transfer of real estates, showing name of decedent, age, names of heirs, relationship, portion inherited, description and location of property, date ordered by probate judge, and date filed and recorded.)	Permanent	
91-6	Corporation Record (Copies of notices of payment of franchise or excise tax and discharge of lien for non-payment. Showing file number, name and address of taxpayer, amount of tax and penalty due, and date and time filed.)	Permanent	
91-7	Corporation Record (Transcript of articles of incorporation of fraternal, religious, social, and immigrant aid associations as well as business concerns showing name of corporation, names and duties of officers, conditions of membership, amount and distribution of capital stock issued, principal office, places of business, and manner of	Permanent	Microfilm for security

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
91-8	<u>Daily Register - Index to Deeds</u> (Shows instrument number, month, day, and year filed, names of grantors and grantees, and volume and page number of Deed Record wherein recorded.)	10 years after	last entry, then destroy.
91-9	<u>Daily Register - Index to Mortgages</u> (Shows instrument number, month, day, and year filed, names of mortgagor and mortgagee, and volume and page number of mortgage record wherein recorded.)	10 years after	last entry, then destroy.
91-10	<u>Deed Record</u> (Contains verbatim transcripts of deeds filed showing file number, names and addresses of grantors and grantees, description of property, date transferred, and indexing plat book by volume and page number.)	Permanent	Microfilm for security
91-11	<u>General Index to Deeds</u> (Shows names of grantors and grantees, description of property, amount paid to grantor, and indexes deed record by volume and page number.)	Permanent	Microfilm for security
91-12	<u>General Index to Mortgages</u> (Shows names of mortgagor and mortgagee, description of property, amount of mortgage, and indexes mortgage record by volume and page number.)	Permanent	Microfilm for security
91-13	<u>General Index to Unemployment Compensation Liens</u> (Shows certificate number, name of individual or corporation against whom placed, volume and page number of Lien Record where recorded, and when lien cancelled.)	Permanent	
14	<u>General Plat Index</u> (Describes property and indexes same in recorder's plat books by volume and page number.)	Permanent	Microfilm for security
91-15	<u>Index to Assignments and Releases</u> (Shows names of mortgagor and mortgagee, description of property, and volume and page number of Assignment and Release Record where recorded.)	Permanent	Microfilm for security
91-16	<u>Index to Chattel Mortgages</u> (Index to financing statements showing names and addresses of debtors and secured parties, amount secured and description of chattels; and date assigned, renewed or released.)	10 years then	destroy
91-17	<u>Index to Deeds</u> (Shows names of grantors and grantees, file number, volume and page number of Deed Record wherein recorded, town or township, section or survey, lot, addition or subdivision of property concerned.)	Permanent	Microfilm for security
91-18	<u>Index to Military Discharges</u> (Shows name of soldier, branch of service, volume and page number of Soldiers Discharge Record wherein discharge may be found.)	Permanent	Microfilm for security
91-19	<u>Index to Excise and Franchise Tax Liens - Corporations</u> (Shows name of corporation, date and time filed, tax and penalty due, date paid, date and time released filed, file number of lien and certificate of discharge.)	Permanent	Until all liens are discharged.

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91-20	<u>Index to Federal Tax Liens</u> (Shows file number, name and address of taxpayer, collector's notice number, date and time filed, tax and penalty assessed, number of certificate of discharge, and amount assessed and paid.)	Permanent	
91-21	<u>Index to Land Contract Record</u> (Indexes land contract record by name of buyer and seller.)	Permanent	Microfilm for security
91-22	<u>Index to Lease Record</u> (Shows names of lessor and lessee, description of property and volume and page number of the Lease Record wherein recorded.)	Permanent	Microfilm for security
91-23	<u>Index to Lien Record</u> (Shows names of debtors and lienholders, description of property, and volume and page number of Lien Record wherein recorded.)	Permanent	Microfilm for security
91-24	<u>Index to Liens on Recognizances</u> (Shows names of defendant and surety, name of court, case number, amount of bail bond, description of property, date cancellation filed, and date lien discharged.)	Permanent	
91-25	<u>Index to Miscellaneous Record</u> (Indexes by volume and page number instruments recorded in the Miscellaneous Record.)	Permanent	Microfilm for security
91-26	<u>Index to Mortgages</u> (Shows names of mortgagors and mortgagees; amount of mortgage, description of property concerned, and volume and page number of mortgage record where original instrument recorded.)	Permanent	Microfilm for security
91-27	<u>Index to Personal Tax Liens</u> (Shows name of taxpayer, amount of tax due, volume and page number of Lien Record wherein lien is recorded, and volume and page number of Personal Tax Liens Release Record wherein complete or partial discharge of the lien is recorded.)	Permanent	Until all personal tax liens are discharged
91-28	<u>Index to Power of Attorney</u> (Shows names of grantor and grantee, and volume and page number of Power of Attorney Record wherein recorded.)	Permanent	Microfilm for security
91-29	<u>Land Contract Record</u> (Copies of contracts to sell land showing description of property purchase price, terms of payment, amount of installments and dates due, and date executed.)	Permanent	Microfilm for security
91-30	<u>Lease Record</u> (Contains verbatim transcripts of leases, subleases, assignments of leases, and memorandum of leases showing names and addresses of lessor and lessee, description of property, amount of rent, purposes for which property may be used, conditions and terms, and options to renew or sub-let the property.)	Permanent	Microfilm for security

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91-31	<u>Lien Record</u> (Shows names and addresses of debtors and lienholders, amount of lien, reason for lien, description of property against which lien is held, and date discharged.)	Permanent	Microfilm for security
91-32	<u>Limited Partnership Record</u> (Contains Verbatim transcript of statement or amended statement of limited partnership associations showing name of the association, principal office and location of business, purpose for which formed, duration, original members and capital, new members, officers, use of profits and surplus, and provisions to admit new members.)	Permanent	
91-33	<u>Miscellaneous Record</u> (Contains verbatim transcripts of documents showing date of execution, names of all parties thereto, and date recorded.)	Permanent	Microfilm for security
91-34	<u>Mortgage Index of Aid to the Aged Liens</u> (Shows names and addresses of aid recipients, date lien filed and discharged, and volume and page number of Mortgage Record wherein lien is recorded.)	Permanent	
91-35	<u>Mortgage Record</u> (Contains Verbatim transcripts of mortgages.)	Permanent	Microfilm for security
91-36	<u>Notice Index</u> (Shows names of claimant and landowner, description of property, nature of claim, and indexes notice in deed record by volume and page number.)	Permanent	
91-37	<u>Partition Fence Record</u> (Contains verbatim transcripts of agreements between two or more parties portioning out responsibility for maintenance of a fence separating properties.)	Permanent	
91-38	<u>Personal Tax Lien Record</u> (Shows name and address of taxpayer, tax district, years delinquent, amount due, penalty assessed, total amount due, date filed and released.)	Permanent	Until all personal tax liens are discharged
91-39	<u>Personal Tax Liens Release Record</u> (Contains copy of the county treasurer's certificate of partial or complete release of delinquent personal tax lien.)	Permanent	Until all personal tax liens are discharged.
91-40	<u>Plat Book</u> (Contains plats of all land within the county.)	Permanent	Microfilm for security
91-41	<u>Power of Attorney Record</u> (Verbatim transcript of powers-of-attorney filed showing names of grantor and grantee, date recorded, specific acts the grantee is authorized to perform, and copies of revocations.)	Permanent	Microfilm for security
91-42	<u>Record of Liens - Registered Lands</u> (Verbatim transcripts of liens/ mortgages filed against registered land.)	Permanent	Microfilm for security
91-43	<u>Register of Conveyances</u> (Contains a daily register of instruments recorded, showing names of all parties and title of record volume and page wherein recorded.)	10 years after last entry, then destroy	

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91-44	<u>Registered Land Reception Book</u> (Contains copies of documents filed affecting property titles registered under the Torrens system.)	Permanent	Microfilm for security
91-45	<u>Registered Lands-Index of Owners</u> (Indexes in Registered Land Reception book certificates of ownership.)	Permanent	Microfilm for security
91-46	<u>Registered Lands - Record of Notices of Filing Applications</u> (Verbatim transcripts of notice by clerk of courts of application to register title to land.)	Permanent	
91-47	<u>Registered Lands - Registry of Title</u> (Contains copies of original and transfer certificates of title to registered land.)	Permanent	Microfilm for security
18	<u>Registered Lands - Surveys</u> (Copies of surveys of registered land made on order of court of common pleas, showing registry number, name of original registrant and subsequent owners, report of survey with plat.)	Permanent	Microfilm for security
91-49	<u>Soldiers Discharge Record</u> (Verbatim transcripts of honorable discharges from the United States Armed Forces.)	Permanent	Microfilm for security
91-50	<u>Soldiers Grave Record</u> (Shows name of Soldier, branch of service, dates of birth and death and locations of cemetery, and lot, section, block, and grave number.)	Permanent	Microfilm for security
91-51	<u>Tract Index</u> Contains an abstract of title by tract showing names of all owners from date of platting and listing any encumbrances ever recorded against the land, and date discharged.)	Permanent	Microfilm for security
91-52	<u>Unemployment Compensation Lien Record</u> (Contains copies of liens placed by Ohio Bureau of Unemployment Compensation against real and personal property of employers for nonpayment of required contributions.)	Permanent	
91-53	<u>Applications for Employment</u>	1 year after	date of receipt
91-54	<u>Audit Report</u> (Bureau of Inspection and Supervision)	Permanent	1 copy
91-55	<u>Bank Deposit Receipts</u>	2 years after	end of fiscal year, then destroy, provided audited.
91-56	<u>Bank Statements</u>	3 years after	end of fiscal year, then destroy provided audited.
91-57	<u>Cancelled Checks</u>	3 years after	end of fiscal year, then destroy provided audited.
91-58	<u>Cash Books and Journals</u>	10 years after	last entry, then destroy provided audited.
91-59	<u>Check Registers</u>	3 years after	end of fiscal year, then destroy, provided audited.

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91-60	<u>Inventory of County Property</u>	3 years after end of fiscal year, then destroy, provided audited.	
91-61	<u>Invoices (Paid)</u>	3 years after end of fiscal year, then destroy, provided audited.	
91-62	<u>Leave Requests (Sick and Vacation)</u>	3 years after end of fiscal year, then destroy provided audited.	
91-63	<u>Payroll Records</u>	3 years after end of fiscal year, then destroy provided audited.	
91-64	<u>Performance Bonds</u>	10 years after expiration, then destroy provided audited.	
91-65	<u>Personnel Files</u>	Retain until termination. Microfilm, destroy paper copy. Retain microfilm permanently.	
91-66	<u>Receipt Book (Stubs or carbon copies of originals issued for payments of fees, etc.)</u>	Until audited.	
91-67	<u>Vendor Files (Literature, Price lists, etc.)</u>	Until obsolete or superseeded.	
91-68	<u>Warrant Registers</u>	Until audited	
91-69	<u>Warrent Paid</u>	Until audited	
91-70	<u>Accident Reports (Personal Or property damages arising from county vehicle or occurring on county property.)</u>	2 years after end of fiscal year	

*Until Audited means:  
Audited by the Auditor  
of State and Audit  
Report is released.  
TAB*

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Authorized department official: Kay E Conklin, Recorder 6-12-92  
 Name, title Date

(4) Approvals:  
 Chairman, Records Commission: Fay L. Powell 7-14-92  
 Name Date

Ohio Historical Society: John Stewart 7/24/92  
 Name Date

Auditor of State, Thomas Aquinas Benke 6 August 92  
 Name Date

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92-71	City/County Directories	3 years	
92-72	desk/wall calendars	at end of current year.	
92-73	Back-disk	until no longer of administrative value	
92-74	Telephone messages	until no longer of administrative value; until returned or answered	
92-75	Routine mail (catalogs, fliers, misc.)	until no longer of administrative value, review for usefulness; destroy daily	
92-76	Financing Statement Terminations	Permanent until filmed	

