



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION

NOV 05 2020

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Delaware County

Clerk of Courts – Title Division

(Local Government Entity)

(Unit)

Natalie A. Fravel

Natalie Fravel

Clerk of Courts

10-14-2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County

(740) 833-2140

(Telephone Number)

2079 US Rte. 23 North/PO Box 8006

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 Benton

11/4/20

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rinder

Local Government Records Archivist

11/16/2020

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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

(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
20-01	Daily Title Reports – Operator Summaries, Office Summaries, County Remittance Reports, Void Reports and any other reports used in daily business.	3 years if audit is complete	All forms	Audited means: the years encompassed by the records 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"/>
20-02	Weekly Title Reports – Office Summaries, Sales Tax Reports and any other reports used in weekly business.	3 years if audit is complete	All forms		<input type="checkbox"/>
20-03	Monthly Title Reports – Office Summaries, County Remittance Reports and any other reports used in monthly business.	3 years if audit is complete	All forms		<input type="checkbox"/>
20-04	All Active Certificates of Title – includes original, duplicate, replacement, memorandum, salvage, salvage duplicate and salvage replacement titles and all the supporting evidence for such title transactions for motor vehicles, off-highway vehicles, all-purpose vehicles, motorcycles, trailers, travel trailers, watercraft and outboard motors.	3 years after date of filing	Paper		<input type="checkbox"/>
20-05	All Active Certificates of Title – includes original, duplicate, replacement, memorandum, salvage, salvage duplicate and salvage replacement titles and all the supporting evidence for such title transactions for motor vehicles, off-highway vehicles, all-purpose vehicles, motorcycles, trailers, travel trailers, watercraft and outboard motors. Electronically maintained by the State ATPS database.	10 years after date of filing (R.C § 4505.08(A))	Electronic		<input type="checkbox"/>
20-06	All Inactive Certificates of Title – includes original, duplicate, replacement, memorandum, salvage, salvage duplicate and salvage replacement titles and all the supporting evidence for such title transactions for motor vehicles, off-highway vehicles, all-purpose vehicles, motorcycles, trailers, travel trailers, watercraft and outboard motors.	3 years after date of filing	Paper		<input type="checkbox"/>
20-07	All Inactive Certificates of Title – includes original, duplicate, replacement, memorandum, salvage, salvage duplicate and salvage replacement titles and all the supporting evidence for such title transactions for motor vehicles, off-highway vehicles, all-purpose vehicles, motorcycles, trailers, travel trailers, watercraft and outboard motors. Electronically maintained by the State ATPS database.	10 years after date of filing (R.C. § 4505.08(A))	Electronic		<input type="checkbox"/>
20-08	Indexes of Certificates of Title – Indices of all certificates of title, including active and inactive, for all motor vehicles, off-highway vehicles, all-purpose vehicles, motorcycles, trailers, travel trailers, watercraft, outboard motors, and manufactured and mobile homes.	Permanent	Electronic		✓

(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
	Electronically maintained by the State ATPS database.				
20-09	Receipts for Notation and/or Cancellation of Liens – includes receipts generated by the ELT (electronic lien transaction) function of ATPS	3 years after date of filing	Paper		<input type="checkbox"/>
20-10	Receipts for Notation and/or Cancellation of Liens – includes receipts generated by the ELT (electronic lien transaction) function of ATPS	10 years after date of filing	Electronic		<input type="checkbox"/>
20-11	Active and Inactive Manufactured and Mobile Home Titles - includes original, duplicate, replacement, memorandum, salvage, salvage duplicate, salvage replacement titles and all supporting evidence for such transactions.	Permanent	Paper		<input checked="" type="checkbox"/>
20-12	Active and Inactive Manufactured and Mobile Home Titles - includes original, duplicate, replacement, memorandum, salvage, salvage duplicate, salvage replacement titles and all supporting evidence for such transactions. Electronically maintained by the State ATPS database.	30 years	Electronic		<input type="checkbox"/>
20-13	Title Search Request Forms – includes BMV 1173 forms for public records requests of title records, includes supporting documents and receipts.	3 years if audit is complete	Paper		<input type="checkbox"/>
20-14	Passport Agency Reports – includes all yearly recertification records submitted to the U.S. Department of State	3 years	Paper		<input type="checkbox"/>
20-15	Passport Authorized Agent Reports – includes all yearly recertification records submitted to the U.S. Department of State	3 years	Paper		<input type="checkbox"/>
20-16	Passport Transmittal Forms – Records of applications accepted and forwarded to the U.S. Passport Facility for the issuance of passport cards/books, including receipts and supporting information.	2 years	Paper		<input type="checkbox"/>
20-17	All other records not addressed by the above schedules, including but not limited to, bank statements, bank deposit tickets, credit card receipts, dealer electronic funds transfers and payment receipts, all documentation of weekly sales tax payments to the State of Ohio.	Per Delaware County 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 below 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.