



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

OCTOBER 16 2025


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	Recorder's Office		
(Local Government Entity)	(Unit)		
	Melissa Jordan	County Recorder	10/2/25
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County Records Commission	740-833-2140		
	(Telephone Number)		
2079 U.S. Highway 23 North	Delaware	43015	Delaware
(Address)	(City)	(Zip Code)	(County)

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

cshaw@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.

	10/16/2025
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Digitally signed by Amy Hissong Date: 2025.11.07 16:54:16 -05'00'	Government Records Archivist	11/7/2025
Signature		Title	Date

Section D: Auditor of State

Martin E. Meeks	Digitally signed by Martin E. Meeks Date: 2025.11.14 11:26:20 -05'00'	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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Delaware County****Recorder's Office**

(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 LGRP	(6) RC-3 Required by LGRP
25-01	Audit Report Federal, state, and internal reports.	5 years	All Media Types		<input type="checkbox"/>
25-02	Back Disks Index cards that contain Recorder's books being stored the Records Center.	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-03	Certified Records Requests A request for a copy of an original document that has been stamped as a true copy by a deputy recorder.	1 year, Provided no pending legal action	All Media Types		<input type="checkbox"/>
25-04	Daily Register Contains the daily register of both the index and instruments recorded, showing names of all parties and title, of volume and pages wherein recorded.	3 years, Provided audit	All Media Types		<input type="checkbox"/>
25-05	Elected Officials Performance Bonds Issued by bonding or survey company in the name of the elected official.	Office Copy: If the official is holding office, County Treasurer's office maintains for 10 years after the bond expires. Review for historical value.	All Media Types		<input type="checkbox"/>
25-06	Financial Records Records pertaining to financial transactions including but not limited to bank deposit receipts, bank statements, cash books and journals and receipt books.	3 years, Provided audit	All Media Types		<input type="checkbox"/>
25-07	Limited Partnership Records	Prior to 2005, Retained at	All Media Types		<input type="checkbox"/>

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Delaware County

Recorder's Office

(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 LGRP	(6) RC-3 Required by LGRP
	Contains transcripts of certificates or statement of limited partnership associations.	Recorder's Office; After 2005, Retained by the Secretary of State's Office.			
25-08	<p>Official Records – Index Index of instruments recorded, but not limited to, annexation records, assignment and release records, cancellation certificates, certificate of transfer of real estate records, child support lien records, corporation records, deed records, federal tax liens records, land contract records, lease records, mechanics liens records, miscellaneous records, mortgage records, notice index records, partition fence records, partnership records, personal tax lien records, personal tax lien release records, plat index records, plat records, power of attorney records, plat records, recognizance liens, recognizance liens discharges, record of liens of registered lands records, tract index records, unemployment compensation lien records and uniform commercial code (UCC) financing statements (formally known as chattel mortgage records).</p>	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-09	<p>Official Records Combination of instruments recorded, but not limited to, annexation records, assignment and release records, cancellation certificates, certificate of transfer of real estate records, child</p>	Permanent	All Media Types		<input checked="" type="checkbox"/>

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(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
	support lien records, corporation records, deed records, federal tax liens records, land contract records, lease records, mechanics liens records, miscellaneous records, mortgage records, notice index records, partition fence records, partnership records, personal tax lien records, personal tax lien release records, plat index records, plat records, power of attorney records, plat records, recognizance liens, recognizance liens discharges, record of liens of registered lands records, tract index records, unemployment compensation lien records and uniform commercial code (UCC) financing statements (formally known as chattel mortgage records).				
25-10	Partition Fence Records Contains transcripts of agreements between two or more parties portioning out responsibility for maintenance of a fence separating properties.	Permanent	All Media Types		<input type="checkbox"/>
25-11	Personnel Files (Employee Files) Documentation of service throughout the duration of an individual employment. File contains employment application, personnel action forms, performance evaluations, disciplinary or grievance documentation, documentation of training received or other	Refer to Delaware County General Schedule	All Media Types		<input type="checkbox"/>

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(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
	documentation relating to the person's employment history and performance.				
25-12	<p style="text-align: center;">Personnel Files (Employee Medical Files)</p> <p>Records pertaining to employee's medical insurance and condition as it relates to their employment. Includes confidential medical information and Family Medical Leave Act (FMLA) information.</p>	Refer to Delaware County General Schedule	All Media Types		<input type="checkbox"/>
25-13	<p style="text-align: center;">Public Contact Records</p> <p>Contains paperwork from the customer service counter including, but not limited to E-file checklists, incident reports, fraud alerts, incident reports, record document with mail back, recording issues, rejections, and subpoenas.</p>	3 years, Pending no legal action	All Media Types		<input type="checkbox"/>
25-14	<p style="text-align: center;">Public Records Requests</p> <p>Public requests to inspect, review and obtain a copy of a public record(s). ORC 149.43</p>	1 year, If no disputes and no pending legal action	All Media Types		<input type="checkbox"/>
25-15	<p style="text-align: center;">Redaction Request Forms</p> <p>Forms that are used by customers for the purpose of requesting redaction of certain types of information. Original copy is held in the Recorder's Office.</p>	Permanent	All Media Types		<input type="checkbox"/>
25-16	<p style="text-align: center;">Registered Lands – Index of Owners</p> <p>Indexes in Registered Land Reception book certificates of ownership.</p>	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-17	<p style="text-align: center;">Registered Lands – Reception Books</p> <p>Contains copies of documents filed affecting property titles registered under the Torrens system.</p>	Permanent	All Media Types		<input checked="" type="checkbox"/>

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(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
25-18	Registered Lands – Registry of Title Contains copies of original and transfer certificates of title to registered land.	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-19	Registered Lands – Surveys Contains copies of surveys of registered land made on order of the Court of Common Pleas, shows registry number, name of original registrant and subsequent owners, report of survey with plat.	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-20	Soldier Discharge Records Contains records of honorably discharged members from the United States Military.	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-21	Soldier Grave Records Contains name of Soldier, branch of service, date of birth, location of cemetery, lot, section, block, and grave number.	Permanent	All Media Types		<input checked="" type="checkbox"/>
25-22	Veteran Identification Card Requests Identification card veterans can use as proof of military service, a valid voter identification, documentation for veteran's benefits such as home or student loans, health benefits, and other services, and to obtain duplicate copies of their DD214.	3 Years	All Media Types		<input type="checkbox"/>
25-23	All Other Records Not Addressed by the Above Schedules	Per Delaware County General Records Retention Schedule	All Media Types		

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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.

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