

# Franklin County Recorder's Office

## Schedule of Records Retention and Disposition

March 25, 2009

Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
2009-01	OFFICIAL RECORD: The following is a consolidation of previously approved records in accordance with Ohio Revised Code 317.08, Section F. Deeds, Mortgages, Installment contracts, Option to Purchase, Powers of Attorney, Leases, Liens, Partnerships, Releases, Assignments, Miscellaneous filings, Living Wills, Child Support liens, Agreements, Records, Sheriff Deeds, Auditor Deeds, Court cancellations, Waiver of Priority, Assignment of Rents, Financing statements, Notice of Commence Suit, Mergers, Land contracts, Partial Releases, Notice to limit debt, Modifications, Subordinations, Annexations, Power of Attorney for Health Care, Vacations, Plats, Court entries, Easements, Zonings, Corrupt activity liens and Condominium declarations.	Permanent	Microfiche	
2009-02	OFFICIAL RECORD: The following is a consolidation of previously approved records in accordance with Ohio Revised Code 317.08, Section F. Deeds, Mortgages, Installment contracts, Option to Purchase, Powers of Attorney, Leases, Liens, Partnerships, Releases, Assignments, Miscellaneous filings, Living Wills, Child Support Liens, Agreements, Records, Sheriff Deeds, Auditor Deeds, Court cancellations, Waiver of Priority, Assignment of Rents, Financing statements, Notice of Commence Suit, Mergers, Land contracts, Partial Releases, Notice to limit debt, Modifications, Subordinations, Annexations, Power of Attorney for Health Care, Vacations, Plats, Court entries, Easements, Zonings, Corrupt activity liens and Condominium declarations.	Permanent	Magnetic Disk	
2009-03	MONTHLY INDEXES: Arranged alphabetically by name, date filed, shows grantor and grantee and instrument number wherein all documents for that month can be located.	Permanent	Microfiche	
2009-04	MONTHLY INDEXES: Arranged alphabetically by name, date filed, shows grantor and grantee and instrument number wherein all documents for that month can be located.	Permanent	Electronic	
2009-05	Assignment and Release Record: Verbatim transcript of instruments assigning or releasing a mortgage, shows name and addresses of mortgagor and mortgagee, describes property, indexes original mortgage in mortgage record, date assigned or released.	Permanent	Electronic	
2009-06	Assignment and Release Record: Verbatim transcript of instruments assigning or releasing a mortgage, shows name and addresses of mortgagor and mortgagee, describes property, indexes original mortgage in mortgage record, date assigned or released.	Permanent	Paper	
2009-07	Authority to Pay Taxes: Verbatim transcripts of authority to pay taxes assessed against real property, which taxes then become a lien against the property.	Permanent	Microfilm	
2009-08	Cancellation Certificates: Copies of certificates of cancellation of charters of incorporated companies issued and filed by the Secretary of State.	Permanent	Microfilm	
2009-09	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	Microfilm	
2009-10	Chattel Mortgage Record: Financing Statements	F.S. (UCC) will mature in 5 years unless renewed or lesser date specified.	Microfilm	
2009-11	Chattel Mortgage Record: Financing Statements	F.S. (UCC) will mature in 5 years unless renewed or lesser date specified.	Paper	

Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
2009-12	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 of distribution of capital stock issues, principal office places of business, and manner of raising additional capital.	Permanent	Microfilm	
2009-13	Franchise Tax Liens (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	Microfilm	
2009-14	Franchise Tax Liens (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	Paper	
2009-15	Recognizance Lien Record (Name of Defendant and surety, name of court, case number, amount of bail bond, description of property, date cancellation filed, and date lien discharged).	Permanent	Microfiche	
2009-16	Recognizance Lien Record (Name of Defendant and surety, name of court, case number, amount of bail bond, description of property, date cancellation filed, and date lien discharged).	Permanent	Electronic	
2009-17	Record of Liens - Registered Lands: Verbatim transcripts of liens/mortgages filed against registered land.	Permanent	Microfilm	
2009-18	Record of Liens - Registered Lands: Verbatim transcripts of liens/mortgages filed against registered land.	Permanent	Paper	
2009-19	Record of Trusts and Exceptional Estates: Contains verbatim transcripts of orders of the probate court in trust and exceptional [registered lands] estate cases directing the sale or transfer of real estate from the estate.	Permanent	Microfilm	
2009-20	Record of Trusts and Exceptional Estates: Contains verbatim transcripts of orders of the probate court in trust and exceptional [registered lands] estate cases directing the sale or transfer of real estate from the estate.	Permanent	Paper	
2009-21	Redaction Request Form for Address	Permanent	Microfilm	
2009-22	Redaction Request Form for Personal Information	Permanent	Microfilm	
2009-23	Register of Conveyances: Contains a daily register of instruments recorded, showing names of all parties and title of record.	Permanent	Microfilm	
2009-24	Register of Conveyances: Contains a daily register of instruments recorded, showing names of all parties and title of record.	Permanent	Paper	
2009-25	Registered Land Reception Book: Contains copies of documents filed affecting property titles registered under the Torrens system.	Permanent	Microfilm	
2009-26	Registered Land Reception Book: Contains copies of documents filed affecting property titles registered under the Torrens system.	Permanent	Paper	
2009-27	Registered Lands - Index of Owners: Indexes in registered land reception book certificates of ownership.	Permanent	Microfilm	
2009-28	Registered Lands - Index of Owners: Indexes in registered land reception book certificates of ownership.	Permanent	Paper	
2009-29	Registered Lands - Record of Notices of Filing Applications: Verbatim transcripts of notice by clerk of courts of application to register title to land.	Permanent	Microfilm	
2009-30	Registered Lands - Record of Notices of Filing Applications: Verbatim transcripts of notice by clerk of courts of application to register title to land.	Permanent	Paper	
2009-31	Registered Lands - Registry of Title: Contains copies of original and transfer certificates of title to registered land.	Permanent	Microfilm	
2009-32	Registered Lands - Registry of Title: Contains copies of original and transfer certificates of title to registered land.	Permanent	Paper	
2009-33	Registered Lands - Surveys: 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	

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2009-34	Registered Lands - Surveys: 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	Paper	
2009-35	Veterans' Discharge Record: Verbatim transcripts of honorable discharges from the United States Armed Forces.	Permanent	Microfilm	
2009-36	Veterans' Discharge Record: Verbatim transcripts of honorable discharges from the United States Armed Forces.	Permanent	Paper	
2009-37	Veterans' Grave Record: Shows name of soldier, branch of service, dates of birth and death, name and location of cemetery, lot, section, block and grave number.	Permanent	Microfilm	
2009-38	Veterans' Grave Record: Shows name of soldier, branch of service, dates of birth and death, name and location of cemetery, lot, section, block and grave number.	Permanent	Paper	
2009-39	Accident Reports	Four fiscal years, provided audited	Paper	
2009-40	Annual Budgets	Permanent	Paper	
2009-41	Annual Reports	Permanent	Paper	
2009-42	Applications for employment (Unsuccessful/Not hired)	Six years after receipt	Paper	
2009-43	Audit Reports - Federal, State Internal	Five fiscal years, provided audited	Paper	
2009-44	Bank Deposit Receipts (for internal Employee Office Committee)	Four fiscal years, provided audited	Paper	
2009-45	Bank Statements and Registers (for internal Employee Office Committee)	Four fiscal years, provided audited	Paper	
2009-46	Blank forms - Obsolete or Superseded	30 days after obsolescence	Paper	
2009-47	Bulletins	30 days after obsolescence	Paper	
2009-48	Bulletins	30 days after obsolescence	Electronic	
2009-49	Bids and Proposals (Unsuccessful and Successful)	Three fiscal years, provided audited	Paper	
2009-50	Claims and Litigation Records	Five fiscal years, provided audited	Paper	
2009-51	Contracts (O.R.C. 2305.05) *Real estate dedicated to public uses	15 years	Paper	
2009-52	Copies - Extra carbon, photo copies, etc.	Destroy when no longer of administrative value	Paper	
2009-53	Correspondence (Executive)	Four years, review by OHS for possible transfer. Destroy if of no historical value	Paper	
2009-54	Correspondence (Administrative): Meeting minutes & general memoranda	Two years, provided audited	Paper	
2009-55	Correspondence (Routine, Standard Form Letters): Telephone messages pads, telephone logs and requested copies of DD214s	One year	Paper	
2009-56	Correspondence (Preliminary drafts: Letters, memoranda, worksheets, reports and informal notes)	Until no longer of administrative value	Paper	
2009-57	Disposition Books: Books generated by Recorder for the purpose of signing out original documents once they have been recorded. Shows document number, date recorded and disposition of document.	3 years	Paper	
2009-58	Disposition Books: Books generated by Recorder for the purpose of signing out original documents once they have been recorded. Shows document number, date recorded and disposition of document.	3 years	Electronic	
2009-59	E-Mail: Non-Record Materials; Personal correspondence not created in the course of business; Non-State Publications which are promotions materials received from vendors and similar materials which are "publicly available" and/or listserve messages	Dispose immediately	Electronic	
2009-60	E-Mail: Transitory Messages; Transient Records including telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Electronic	

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2009-61	E-Mail: Intermediate Messages; Routine Correspondence including referral letters, requests for routine information or publications provided to the public and which are answered by standard form letters.	6 months, then destroy	Electronic	
2009-62	E-Mail: Intermediate Messages; General Correspondence: Includes internal correspondence (letters and memos); also, correspondence from various individuals, companies and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries. This correspondence is informative ONLY. AND, Monthly and Weekly Reports: Document status of on-going projects and issues advising supervisor of various events and issues	1 year, then destroy	Electronic	
2009-63	E-Mail: Intermediate Messages; Minutes of Agency Staff Meetings: Minutes and supporting records documenting internal policy decisions.	2 years	Electronic	
2009-64	E-Mail: Permanent Messages - Executive Correspondence; dealing with significant aspects of the administration of the office including information concerning agency policies, program, fiscal and personnel matters.	2 years, then appraise for historical value	Electronic	
2009-65	E-Mail: Permanent Messages - Departmental Policies and Procedures; includes published reports, unpublished substantive reports and policy studies.	Until superseded, obsolete or replaced. Retain one copy	Electronic	
2009-66	Federal Grant files and Supporting financial records and documents	Retain until State and Federal audits have been conducted, audit reports released and all litigation claims and audit findings involving the records have been resolved	Paper	
2009-67	Inventories (Annual of Public Property)	Three fiscal years, provided audited	Paper	
2009-68	Invoices (Paid)	Four fiscal years, provided audited	Paper	
2009-69	Job Descriptions	Until superseded or classification abolished	Paper	
2009-70	Leases	Five years after expiration, provided audited	Paper	
2009-71	Management Reports or Feasibility Studies	Five years	Electronic	
2009-72	Officials' Bonds (O.R.C. 2305.12)	Ten years after expiration, provided audited	Paper	
2009-73	Pay Ins to Treasury Records	Four fiscal years, provided audited	Paper	
2009-74	Payroll Records - Copies of payroll records held by appointing authority, i.e., leave requests, time sheets and employee reimbursements, i.e., travel	Four fiscal years, provided audited	Paper	
2009-75	Personnel Files	Permanent	Paper	
2009-76	Preliminary Drafts of: Letters, Memoranda, Worksheets, Reports and Informal notes	Until no longer of administrative value to the office	Paper	
2009-77	Professional Association Records	Until no longer of administrative value to the office	Paper	
2009-78	Publications	Four years then OHS will evaluate for historical value	Paper	
2009-79	Publication Stock Inventory	30 days after obsolescence	Paper	
2009-80	Records of Accrued Fees	Four fiscal years, provided audited	Paper	

Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
2009-81	Tape Recording . of Statutory Boards and Commissions	Until minutes are prepared and approved	Paper	

**NOTE:** As used on Pages 1 through 4 - Provided Audited means: the fiscal years encompassed by the Records has been audited by the Auditor of State and the audit report has been released.