



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

DEC 20 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.


Section A: Local Government Unit

Montgomery County Clerk of Courts

Auto Title

(local government entity)

(unit)


(signature of responsible official)

Gregory A. Brush
(name)

Clerk of Courts
(title)

(date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

Records Commission

(telephone number)

117 S. Main Street, PO Box 972
(address)

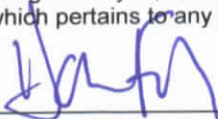
Dayton
(city)

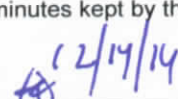
45422
(zip code)

Montgomery
(county)

To have this form returned to the Records Commission electronically, include an email address: ratcliff@mcoho.org

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.






Records Commission Chair Signature

Date

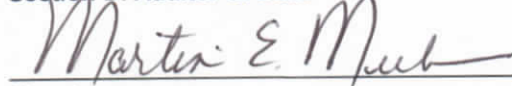
Section C: Ohio Historical Society - State Archives


Signature

Curran Records Archivist
Title

12/23/2014
Date

Section D: Auditor of State


Signature

1-21-15
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

Montgomery County Clerk of Courts

Auto Title

(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 OHS-LGRP | (6) RC-3 Required by OHS- LGRP |
|---------------------------|---|---|----------------------|---|--|
| 14-1 | Automated Title Processing System (ATPS): Record of all active and inactive titles. | Maintained by the State of Ohio. | Electronic | | <input type="checkbox"/> |
| 14-2 | Dealer Tax Forms: Clerk's record of sales tax paid. | Maintained by the State of Ohio. | Paper | | <input type="checkbox"/> |
| 14-3 | Passport Transmittals and Receipts: Documentation of accepted passport applications. | 2 years | Paper | | <input type="checkbox"/> |
| 14-4 | Receipts for Notations of Liens: Copies of receipts issued for notations of Liens. | Maintained by the State of Ohio. | Paper | | <input type="checkbox"/> |
| 14-5 | Titles: All titles, duplicate titles and memorandum of titles. ORC Section 4505.08. | 7 years | Electronic | | <input type="checkbox"/> |
| 14-6 | Titles: All titles, duplicate titles and memorandum of titles. ORC Section 4505.08. | 18 months after digitally imaged. No RC-3 required to destroy. | Paper | | <input type="checkbox"/> |