



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

NOV 27 2015

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: Local Government Unit

Montgomery County

Recorder's Office

(local government entity)

Willis E. Blackshear

Willis E. Blackshear

(unit)

Recorder

Nov. 5, 2015

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

(telephone number)

117 South Main Street

Dayton

45422

Montgomery

(address)

(city)

(zip code)

(county)

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

ratcliff@mcOhio.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.

Rob Lieberman

11-23-15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Signature

Local Government Records Archivist

Title

12/3/15

Date

Section D: Auditor of State

Martin E. Mueh

Signature

Records Mgr

Title

12-24-15

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 (RC-2) – Part 2*See instructions before completing this form.*

Montgomery 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
15-1	Bond Lien Records: (ORC 2937.25) Instruments filed by court order in which liens are placed on real property to ensure the recognizance (bond) of defendants in criminal court cases.	1 year after microfilmed	Paper		<input type="checkbox"/>
15-2	Bond Lien Records	Permanent	Electronic		<input checked="" type="checkbox"/>
15-3	Bond Lien Records	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-4	Cancellation Notices of Partnerships and Corporation Records: (ORC 5733.20) Instruments of certificates cancelling charters of incorporated companies or partnerships. Issued by the Secretary of State.	Permanent	Microfilm		<input type="checkbox"/>
15-5	Copy Center Records: Records created during the day-to-day operation of the Copy Center. Can include copies of paid invoices, general correspondence, copy requests and unpaid notices.	2 years	Paper		<input type="checkbox"/>
15-6	Daily Register: (ORC 317.19) Daily register of instruments recorded, such as deeds, mortgages, leases, etc. Obsolete record.	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-7	Daily UCC Counter Report: Obsolete Record.	6 years	Microfilm		<input type="checkbox"/>
15-8	Deed Index	Permanent	Electronic		<input checked="" type="checkbox"/>
15-9	Deed Index	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-10	Deed Instruments: (ORC 317.08) All deeds and other instruments detailing the sale or conveyance of lands.	Assess for Historical Value	Paper		<input checked="" type="checkbox"/>
15-11	Deed Instruments	Permanent	Electronic		<input checked="" type="checkbox"/>
15-12	Deed Instruments	Permanent	Microfilm		<input checked="" type="checkbox"/>

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15-13	Excise and Franchise Liens: (ORC 5733.01) Instruments that contain notices of payment of franchise or excise tax and the discharge of liens for nonpayment.	Permanent	Paper		<input checked="" type="checkbox"/>
15-14	Federal Tax Liens, Indexes and Releases: (ORC 317.09) Record of the attaching of liens to property for the nonpayment of federal tax.	Permanent	Paper		<input checked="" type="checkbox"/>
15-15	Financing Statements (UCC – Uniform Commercial Code): (ORC 1309) Instruments by which real estate is hypothecated as security for the repayment of a loan.	6 years	Electronic		<input type="checkbox"/>
15-16	Financing Statements (UCC)	6 years	Microfilm		<input type="checkbox"/>
15-17	Financing Statement (UCC) Index	6 years	Electronic		<input type="checkbox"/>
15-18	Financing Statement (UCC) Index	6 years	Microfilm		<input type="checkbox"/>
15-19	Insurance Certificates: Copies of certificates of compliance issued by state department of insurance to foreign insurance companies doing business in Ohio, certifying that they have complied with all laws and regulations.	2 years	Paper		<input type="checkbox"/>
15-20	Lease Records: (ORC 317.08) Instrument by which an owner of real property agrees to give the right of possession to another for a specified period of time and for a specified consideration.	Assess for Historical Value	Paper		<input checked="" type="checkbox"/>
15-21	Lease Records	Permanent	Electronic		<input checked="" type="checkbox"/>
15-22	Lease Records	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-23	Microfilm Board Minutes: (ORC 307.80) Minutes of the meetings of the Montgomery County Microfilming Board.	Permanent	Paper		<input checked="" type="checkbox"/>

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15-24	Miscellaneous Record: Instruments presented for recording that do not fit any established record series.	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-25	Mortgage Index	Permanent	Electronic		<input checked="" type="checkbox"/>
15-26	Mortgage Index	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-27	Mortgage Instruments: (ORC 317.08) Instruments by which real estate is hypothecated as security for the repayment of a loan.	Assess for Historical Value	Paper		<input checked="" type="checkbox"/>
15-28	Mortgage Instruments	Permanent	Electronic		<input checked="" type="checkbox"/>
15-29	Mortgage Instruments	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-30	Partition of Fence Record: Obsolete record. Instruments containing agreements between parties portioning out responsibility for maintenance of a fence separating properties along a boundary line.	Permanent	Microfilm		<input type="checkbox"/>
15-31	Partnership and Corporation Records: (ORC 1701, 1783.01) Instruments related to the formation of an association of two or more persons to carry on as co-owners of a business for profit.	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-32	Personal Property Tax Liens: Instruments filed by the county treasurer certifying delinquent personal property tax liens.	Permanent	Electronic		<input checked="" type="checkbox"/>
15-33	Personal Property Tax Liens	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-34	Personal Property Tax Lien Index	Permanent	Electronic		<input checked="" type="checkbox"/>
15-35	Personal Property Tax Lien Index	Permanent	Microfilm		<input checked="" type="checkbox"/>

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15-36	Plat Records: Contains maps and descriptions of divisions of property within the county into lots.	Permanent	Paper		<input checked="" type="checkbox"/>
15-37	Plat Records	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-38	Power of Attorney Records: (ORC 317.08) Instruments by which one person grants authority to another person to act for them.	Permanent	Electronic		<input checked="" type="checkbox"/>
15-39	Power of Attorney Records	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-40	Registered Land Record: Record of property titles registered by court order under the Torrens system.	Permanent	Paper		<input checked="" type="checkbox"/>
15-41	Soldiers' Discharge Records: (ORC 317.24) Contains the recording of the military discharges of members of the armed forces of the United States.	Permanent	Paper		<input checked="" type="checkbox"/>
15-42	Soldiers' Discharge Records	Permanent	Electronic		<input checked="" type="checkbox"/>
15-43	Soldiers' Discharge Records	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-44	Tract Index: Abstract of instruments by legal description.	Assess for Historical Value	Paper		<input checked="" type="checkbox"/>
15-45	Tract Index	Permanent	Electronic		<input checked="" type="checkbox"/>
15-46	Tract Index	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-47	Trust Account Records: Records of the separate account used to deposit customer overpayments and refunds. Can include bank statements and check stubs.	3 years provided audited.	Paper		<input type="checkbox"/>

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.

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15-48	Unemployment Compensation Liens: (ORC 4141.23) Instruments by which liens are placed by the Ohio Bureau of Unemployment Compensation against real and personal property of employers for nonpayment of required contributions.	Permanent	Electronic		<input checked="" type="checkbox"/>
15-49	Unemployment Compensation Liens	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-50	Unemployment Compensation Liens Index	Permanent	Electronic		<input checked="" type="checkbox"/>
15-51	Unemployment Compensation Liens Index	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-52	Veterans' Grave Index: (ORC 317.25) Record of the burials of members of the armed forces of the United States within the county.	Assess for Historical Value	Paper		<input checked="" type="checkbox"/>
15-53	Veterans' Grave Index	Permanent	Electronic		<input checked="" type="checkbox"/>
15-54	Veterans' Grave Index	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-55	Workers' Compensation Lien Index	Permanent	Electronic		<input checked="" type="checkbox"/>
15-56	Workers' Compensation Lien Index	Permanent	Microfilm		<input checked="" type="checkbox"/>
15-57	Workers' Compensation Lien Records: (ORC 4123.76) Instruments by which liens are placed by the Ohio Bureau of Workers' Compensation against the real and personal property of employers for failure to comply with ORC 4123.35.	Permanent	Electronic		<input checked="" type="checkbox"/>
15-58	Workers' Compensation Lien Records	Permanent	Microfilm		<input checked="" type="checkbox"/>