



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

DEC 27 2024

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 (To complete this form online, use "tab" key to jump from box to box.)

Clermont County Recorder's Office 1080
 (Local government entity) (Unit)

Debbie Clepper *11/1/2024*
 (Signature of responsible official) Debbie Clepper Recorder (Date)
 (Name) (Title)

Section B: Records Commission

Clermont County Records Commission (513) 735-8660
 Records Commission (Telephone number)

2425 Clermont Center Drive Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address: msnyder@clermontcountyohio.gov

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.

Bonnie Batchler *12/16/2024*
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Signature Government Records Archivist 1/6/2025
Title Date

Section D: Auditor of State

Signature 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

Schedule of Records Retention and Disposition

Recorder's Office

1080

(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
1080-01	Agreement Records	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-02	Agreement Index	Permanent	Paper To 1-01-1993 Film/Fiche To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-03	Annexation Records – Documents extension of municipal corporation limits	Permanent	Paper To 12-31-2015 Film 1-01-1990 To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-08	Assignment, Partial & Full Releases of Mortgages – Documents partial or completed transfer or release of property as security for the repayment of a loan	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-04	Assignments & Releases Index – Official listing of Assignments & Releases	Permanent	Paper To 1-01-1993 Film/Fiche To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>

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1080-27	Breeders' Lien Index	Permanent	Paper		<input type="checkbox"/>
1080-14	Corporate Franchise Liens	Permanent	Paper		<input type="checkbox"/>
1080-15	Daily Register – <i>Acknowledgement of payments received and receipts issued</i>	Permanent	Paper To 11-01-1998 Film/Fiche To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-17	Deed Records (ORC 317.08) – <i>Documents the conveyance of property from one individual to another</i>	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-28	Deed Index – <i>Index that documents the conveyance of property from an individual to another</i>	Permanent	Paper To 1-01-1993 Film/Fiche To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-19	Easement – <i>Records documenting the limited right in a piece of real property owned by another</i>	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-22	Federal Tax Liens – <i>Identifies the attachment of liens to property from nonpayment of a federal tax</i>	Permanent	Paper To 12-31-2015 Film 9-01-1995 To 11-05- 2021 Digital 11-01-1998 To Present		<input type="checkbox"/>

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1080

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1080-48	Federal Tax Lien Releases – Documents the releases of federal liens	Permanent	Paper To 12-31-2015 Film 9-01-1995 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-23	Federal Tax Lien Index – Index to the documentation of release of federal liens	Permanent	Paper To 1-01-1993 Film/Fiche 1-01-1993 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-55	Financing Statements (Real Estate) - Documentation of Real Estate as security for the repayment of a loan	Permanent	Paper To 12-31-2015 Film 4-15-1996 To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-56	Financing Statement Index -- Index that documents Real Estate as security for the repayment of a loan	Permanent, After 1-01-1993	Film/Fiche 01/01/1993 – 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-57	Land Contracts	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>

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1080

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1080-58	Land Contract Index	Permanent	Paper To 1-01-1993 Film/Fiche To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-33	Lease Records (ORC 317.08,5301.251) – <i>Instruments by which an owner of real property agrees to give the right of possession to another for a specified period of time and specified consideration</i>	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-34	Mechanic's Lien Record (ORC 1311.11) - <i>Instruments by which liens are secured in priority payment for the price or value of work performed and materials furnished in construction or repair of improvements to land</i>	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-50	Military Discharges – <i>Contains records of honorably discharged members from the United Stated Armed Forces</i>	Permanent	Paper To 11-01-1998 Film 1-01-1990 To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-39	Personal Property Tax Lien Records – <i>Instruments filed by the County Auditor by which liens are placed on real property for the nonpayment of personal property taxes</i>	Permanent	Paper To 1996 Film 1996 To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>

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1080

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1080-41	Power of Attorney (ORC 317.08) – <i>Instruments granting authority by which one person enables another person to act for them</i>	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-61	Recognizance Liens – <i>Instruments by which liens are placed on real property as a bail bond</i>	Permanent	Paper To 12-31-2015 Film 1-01-1995 To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-18	Recognizance Lien Discharges/Releases – <i>Instruments canceling certificates for liens on real estate</i>	Permanent	Paper To 12-31-2015 Film 1-01-1990 To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-31	Recognizance Lien & Discharge Index – <i>Index to Instruments canceling certificates for liens on real estate</i>	Permanent	Paper To 1-01-1993 Film/Fiche To 1-01-1993 Digital 1-01-1993 To Present		<input type="checkbox"/>
1080-47	Registered Land Certificates of Title	Permanent	Paper and Digital To 2-01-1999		<input type="checkbox"/>
1080-45	Registered Land Deeds	Permanent	Paper To 11-01-1998 Film 3-18-1997 Digital 11-01-1998 To 2-01-1999		<input checked="" type="checkbox"/>

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1080

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1080-46	Registered Land Deed Index	Permanent	Paper To 2-01-1993 Film/Fiche To 2-01-1993 Digital 2-01-1993 To 2-01-1999		<input checked="" type="checkbox"/>
1080-51	Unemployment Tax Lien – <i>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</i>	Permanent	Paper To 12-31-2015 Film 9-01-1995 To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-49	Unemployment Tax Lien Releases – <i>Documents the release of liens placed on real and personal property of employers for nonpayment of required contributions</i>	Permanent	Paper To 12-31-2015 Film 9-01-1995 To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-30	Unemployment Tax Lien & Release Index (Card File)	Permanent	Paper To 1-01-1993 Fiche 1-01-1993 Digital 1-01-1993 To Present		<input type="checkbox"/>
1080-44	Veterans' Burial Plats – <i>Contains records of the United States Armed Forces buried within the county</i>	Permanent	Paper		<input checked="" type="checkbox"/>
1080-26	Veterans' Grave Registration	Permanent	Paper To 11-01-1998 Film 6-01-1998 To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>

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1080-59	Miscellaneous Index - Instruments presented for recording which do not fit any established record series	Permanent	Paper To 1-01-1993 Film/Fiche To 1-01-1993 Digital 1-01-1993 To Present		<input checked="" type="checkbox"/>
1080-35	Mortgage Records (ORC 317.08) - Instruments by which Real Estate is hypothecated as security for the repayment of a loan	Permanent	Paper To 11-01-1998 Film To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-36	Mortgage Index - Index to instruments by which Real Estate is hypothecated as security for the repayment of a loan	Permanent	Paper To 1993 Film To 11/05/2021 Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-38	Partition Fence Record - Documentation of agreements between parties portioning out responsibility for maintenance of a fence separating properties along a boundary line	Permanent	Paper To 11-01-1998 Film To 11-01-1998 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-40	Plat Books (ORC 317.08) - Contains maps showing the divisions of property within the county	Permanent	Paper/Mylar To Present Aperture Cards To 8-25-1998		<input checked="" type="checkbox"/>
1080-60	Plat Index - Index to Recorder's Plat Books by volume and page	Permanent	Paper To 1-01-1993 Fiche 1-01-1993 Digital 1-01-1993 To Present		<input checked="" type="checkbox"/>

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1080

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1080-62	Veterans' Grave Registration Index	Permanent	Paper To 1-01-1993 Film/Fiche 1-01-1993 To 11/05/2021 Digital 6-01-1998 To Present		<input checked="" type="checkbox"/>
1080-52	Virginia Military Surveys – Records related to the surveying, division and issuance of land patents of the Virginia Military District	Permanent	Paper		<input checked="" type="checkbox"/>
1080-53	Workman's Compensation Lien - Instruments by which liens are placed by the Ohio Bureau of Worker's Compensation against real and personal property of employers for nonpayment of required contributions	Permanent	Paper To 12-31-2015 Film 9-01-1995 To 11/05/2021 Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-53C	Workman's Compensation Lien Index - Instruments by which liens are placed by the Ohio Bureau of Worker's Compensation against real and personal property of employers for nonpayment of required contributions	Permanent	Paper To 1-01-1993 Film/Fiche 01-01-1993 To 11/05/2021 Digital 1-01-1993 To Present		<input type="checkbox"/>
1080-63	Terminated Personnel Records	10 years after termination	Paper/Electronic		<input type="checkbox"/>
1080-64	Official Records – Combination of Instruments maintained at Recorder's Office	Permanent	Paper 1-1990 To 10-1998 Film 1-1990 To 11/05/2021 Digital 10-1998 To Present		<input checked="" type="checkbox"/>
1080-65	Financial Register and Pay-Ins	3 years	Paper/Electronic		<input type="checkbox"/>

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1080-66	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years after Fiscal year, provided audited Original maintained at Auditor's Office	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the	<input type="checkbox"/>
1080-70	Payroll Records – Records entered in the County's accounting system	Maintained per Auditor's retention schedule	Paper/Electronic	audit report has been released pursuant to	<input type="checkbox"/>
1080-71	DD214 Request Forms For Copies	2 years	Paper/Electronic	Sec. 117.26 O.R.C	<input type="checkbox"/>
1080-72	Military Record Expungement Request Forms For DD214	Permanent until expunged	Paper/Electronic		<input type="checkbox"/>
1080-73	Returned Checks and Correspondence	1 year	Paper/Electronic		<input type="checkbox"/>
1080-74	Bankruptcy Notices (Non-Certified)	1 year	Paper/Electronic		<input type="checkbox"/>
1080-75	Recorded Documents (Not Picked Up Or Returned In Mail)	2 years	Paper/Electronic		<input type="checkbox"/>
1080-76	Township Zoning Resolutions	Permanent	Paper To 12-31-2015 Digital 01/01/1998 to Present		<input checked="" type="checkbox"/>
1080-77	Contracts	6 years after completion	Paper/Electronic		<input type="checkbox"/>
1080-78	Veteran ID Cards and Supporting Documents	Continually updated as cards are renewed	Electronic		<input type="checkbox"/>
1080-79	Redaction Requests – Requests to redact personal information from public interfaces as eligible through public records exemptions and programs like Safe at Home	1 year	Paper/Electronic		<input type="checkbox"/>