



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

DEC 3 - 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

TRUMBULL
 COUNTY RECORDER _____
 (local government entity) (unit)
Diana Marchese DIANA MARCHESE, TRUMBULL COUNTY RECORDER 8/1/2014
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

TRUMBULL COUNTY (330) 675-2518
 Records Commission (telephone number)
 _____ 44481 _____ TRUMBULL _____
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address:
RSWALLAC@CO.TRUMBULL.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.

Cornie Conner Govt. Records Archivist 12/17/14
 Records Commission Chair Signature Frank Fuchs 12/13/14 Date

Section C: Ohio Historical Society - State Archives

Signature _____ Title _____ Date _____

Section D: Auditor of State

Martin E. Mub _____ 1-15-15
 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



Section E: Records Retention Schedule TRUMBULL COUNTY RECORDER

COUNTY RECORDER-This schedule list records commonly found in the county Recorder's office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall 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 electronic mailing systems. E-mail is **NOT** a records series. Instead, each individual email should be evaluated according to its content and retained in accordance with the records series adopted within this schedule that the content most closely fits.

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For Audit Retention Only	(6) For Legal Hold Only
2014-01	Annexation Records- Instruments containing records of the extension of municipal corporation limits.	Permanent			<input checked="" type="checkbox"/>
2014-02	Articles of Incorporation- ORC 1701- Instruments that contain articles of incorporation of fraternal, religious, social, and immigrant aid associations as well as business concerns.	Permanent			<input checked="" type="checkbox"/>
2014-03	Assignment and Release Records- Instruments either partially or completely transferring or releasing property hypothecated as a security for the repayment of a loan.	Permanent			<input checked="" type="checkbox"/>
2014-04	Audit Sheets-Computer generated printout of data entry used for checking/correcting data entry errors.	Destroy when no longer of value			
2014-05	Bankruptcy Notices-Created by United States Bankruptcy Court; not recorded; sent to office for informational purposes only.	1 yr after cancellation			
2014-06	Certificates of Compliance-Contains records of original certificate 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			
2014-07	Certificate of Transfer of Real Estate Records- Contains a record of certificates of transfer of real property in estates, showing decedent, age, heirs, relationship, portion inherited, description and location of property, date ordered by probate judge and date filed and recorded.	Permanent			<input checked="" type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type		
2014-08	Child Support Lien Records- Instruments which contain a record of liens against real property for nonpayment of child support.	Permanent			
2014-09	Corporation Franchise/Excise Tax- ORC 5733.01 – Instruments that contain notices of payment of franchise or excise tax and discharge of lien for nonpayment.	Permanent			
2014-10	Daily Record of Recorder's Transactions- ORC 317.19 –Contains a daily register of instruments recorded, including but not limited to deeds, mortgages, powers of attorney, leases, and liens.	Permanent 			
2014-11	Deed Records- ORC 318.08 – All deeds and other instruments of writing for the sale or conveyance of lands, tenements, and hereditaments; affidavits; certificates of transfer; easements; restrictions on property use; environmental covenants; memoranda of trust; cemetery deeds.	Permanent			✓
2014-12	Federal Tax Liens- ORC 317.09 – Instruments attaching liens to property for nonpayment of federal tax.	Permanent	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	
2014-13	Financing Statements (UCC-Uniform Commercial Code) ORC 1309.522 –UCC 9-522-Instruments by which real estate is hypothecated as security for the repayment of a loan.	10 years provided audited	Sec. 117.26 O.R.C.		
2014-14	Indexes- Includes ORC 317-18 (reverse indexes) Indexes for Mortgages, Federal Tax Lien, Personal Property Tax Lien, Deed, Plat, Tracts, Geographical Abstracts, Miscellaneous records, Mortgages, Unemployment Compensation Liens, Releases, Liens, Recognizances, Lease Records, Military Discharges, Miscellaneous Records, Powers of Attorney, Railroad Liens, Abstracts, Excise & Franchise Tax Liens, Federal Tax Liens, Financing Statements/Chattel Mortgage Index, Land Contract Records, Mechanics' & Subcontractors' Liens, Soldier's Grave Records, Notices (ORC 317.201, 5301.51, 5301.52)	Permanent			✓
2014-15	Land Contracts-ORC 5301-01, 5301.47, 5301.56- Contains copies of contracts to sell land showing description of real property, purchase price, terms of payment, installments, and dates due, date executed.	Permanent			✓
2014-16	Lease Records- ORC 317.08, 5301.01, 5301.251- Instruments 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 including oil and gas leases.	Permanent			✓



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OCT 19 2016

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See instructions before completing this form.

Section A: Local Government Unit

TRUMBULL COUNTY _____ RECORDER _____
 (local government entity) _____ (unit)
Wain Marchese _____ Recorder _____ 9-23-2016
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

TRUMBULL COUNTY _____ (330) 675-2518 _____
 Records Commission (telephone number)
160 HIGH ST NW WARREN _____ 44481 _____ TRUMBULL _____
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address:
RSWALLAC@CO.TRUMBULL.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.

Pauline A. Madfey _____ 10/19/2016
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amanda D Rindler _____ Local Government Records Archivist _____ 10/29/16
 Signature Title Date

Section D: Auditor of State

Martin E. Murray _____ _____ 11-15-16
 Signature Date

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Section E: Records Retention Schedule TRUMBULL COUNTY

(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
2014-10	UPDATING SCHEDULE # 2014-10 DAILY RECORD OF RECORDERS TRANSACTIONS- ORC 317.19 Contains daily register of instruments recorded, including but not limited to deeds, mortgages, powers of attorneys, leases and liens.	10 YEARS	PAPER		<input type="checkbox"/>
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Reviewed by	(6) Date
2014-17	Mechanic's Lien Records ORC 1311.13 – Shows full names of addresses of debtor and lienholder, reason for lien, description of lien property and date discharged.	10 years after last recorded entry			
2014-18	Military Discharge Records ORC 317.24 – Contains records of honorably discharged members from the United States Armed Forces.	Permanent			✓
2014-19	Miscellaneous Records- Instruments presented for recording, which do not any established record series.	Permanent			
2014-20	Mortgage Records/Record of Mortgages- ORC 317.08 – Contains verbatim transcript of instruments by which real estate is hypothecated as security for the repayment of a loan.	Permanent			✓
2014-21	Partition Fence Records- Instruments containing agreements between parties portioning out responsibility for maintenance of a fence separating properties along a boundary line.	Permanent			✓
2014-22	Partnership Records/Limited Partnership 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			✓
2014-23	Personal Property Tax Lien Records- ORC 5719.01 - Instruments filed by the county auditor by which liens are placed on real property for the nonpayment of personal property taxes.	Permanent			
2014-24	Personal Property Tax Lien Release Records- Instruments filed by the county treasurer certifying the partial or complete release of a delinquent personal tax lien.	Permanent			
2014-25	Plat Record- Contains maps showing the divisions of property within the county.	Permanent			✓
2014-26	Plat Index- Index to and description of Recorder's Plat Books by Volume and Page.	Permanent			✓
2014-27	Power of Attorney Records- ORC 317.08, 2133.02, 1337.12, 5301.255 – Instruments granting authority by which one person enables another person to act for them; also contains revocations of powers of attorney.	Permanent		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.	
2014-28	Receipt Records and Balance Sheets- Fiscal and administrative records related to the acknowledgement that payment has been received and that money taken in balances with receipts issued.	3 years after audit			



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type		
2014-29	Recognizance Liens- ORC 2937.27- Instruments by which liens are placed on real property as a bail bond.	1 year after discharge			
2014-30	Recognizance Liens Discharges- ORC 2937.27 Instruments canceling certifications for liens on real estate for bail bonds.	1 year after discharge			
2014-31	Registered Lands (Torrens) – Contains copies of documents filed affecting property title registered by court order under the Torrens system, showing certificate number, description of land, grantor, grantee, and terms of obligation.	Permanent			✓
2014-32	Subcontractors' Liens- ORC 1311.02 – Lien issued upon the improvement to a property to secure payment.	Permanent			
2014-33	Unclaimed Original Recorded Documents- Recorded original documents never reclaimed by originator.	Keep 5 years then may destroy			
2014-34	Unemployment Compensation Lien Records- 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			
2014-35	Veterans' Grave Registration ORC 317.25- Contains records of members of the United States Armed Forces buried within the county.	Permanent			✓
2014-36	Zoning Resolutions – Contains regulations specifying the uses allowable for real property for each district within the county concerning permitted use, conditional use, building setbacks, and development standards.	Permanent			✓
	OBSOLETE RECORDS				
2014-37	Abstract of Mortgage Records- Shows grantor, grantee, date mortgage recorded, mortgage, and date cancelled	Permanent			✓
2014-38	Appraisement Dockets- Created by Courts, kept by office.	Permanent			✓
2014-39	Authority to Pay Taxes Certificates- Contains verbatim transcripts of certificates of authority to pay taxes assessed against real property; these takes then become a lien against the property. Shows grantor, grantee, description of the property, date executed, and date filed. Also shows conditions under which the lien may be cancelled, recording any cancellation in the margin.	Permanent/ Historical			✓



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
2014-40	Bulk Sale Notice Records- Contains a record of public notice of the sale of chattels and business property in bulk showing date of notice, bills of sale, names and addresses of grantor and grantee, and dates executed and recorded.	Permanent/ Historical		
2014-41	Liens on Livestock- Shows lienholder, owner, description of animal, date filed, and volume and page of lien record wherein recorded. Historical.	Permanent		
2014-42	Mortgage Index of Aid for the Aged Liens (ORC 5105 24) – Shows the name and address of aid recipient, date lien filed and discharged, and volume and page of mortgage record wherein lien is recorded. Under the AFA program, aid was given to an elderly Ohioan after a lien against real property b the recipient was signed. This lien was filed with the recorder of the county in which the property was located. Prior to October 21, 1953, a lien statement was required to be filed even when no real property was owned. After that date, only actual liens were required for filing. Aid for the Aged was repealed January 1, 1974.	Permanent		
2014-43	Railroad Lien Records- ORC 1311.42 – Contains a record of liens filed against railroad property within the county for nonpayment of monies owed in the construction of the railroad, depot, or any part thereof, showing the name and address of lienholder, services rendered, claim, and description of railroad property attached.	Permanent		