



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

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 Debbie Clepper Recorder
 (Signature of responsible official) (Name) (Title) (Date)

Section B: Records Commission

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

289 East Main Street Batavia 45103 Clermont
 (Address) (City) (Zip code) (County)

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

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.

[Signature] 12/9/15
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amanda J. Rindler Local Government Records Archivist 1/17/16
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh 1-26-16
 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**

2-10-2016

Schedule of Records Retention and Disposition Continuation Sheet

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

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1080-27	Breeders' Lien Index	Permanent	Paper		<input type="checkbox"/>
1080-09	Cash Book	10 years after last entry, then destroy	Paper To Present	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.	<input type="checkbox"/>
1080-09A	Cash Book (ORC 311.11)	10 years after last entry, then destroy	Digital 1998 To Present		<input type="checkbox"/>
1080-10	Cash or Daily Pay-In Receipt To Treasurer	Until Audited, then destroy	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		<input checked="" type="checkbox"/>
1080-15A	Daily Register - <i>Acknowledgement of payments received and receipts issued</i>	Permanent	Film To 11-01-1998		<input checked="" type="checkbox"/>
1080-15B	Daily Register - <i>Acknowledgement of payments received and receipts issued</i>	Permanent	Fiche 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-15C	Daily Register - <i>Acknowledgement of payments received and receipts issued</i>	Permanent	Digital 11-01-1998 To Present		<input 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		<input checked="" type="checkbox"/>
1080-17A	Deed Records (ORC 317.08) - <i>Documents the conveyance of property from one individual to another</i>	Permanent	Film To Present		<input checked="" type="checkbox"/>
1080-17B	Deed Records (ORC 317.08) - <i>Documents the conveyance of property from one individual to another</i>	Permanent	Digital 11-01-1998 To Present	<input checked="" type="checkbox"/>	
1080-28	Deed Index – <i>Index that documents the conveyance of property from on individual to another</i>	Permanent	Paper To 1-01-1993	<input checked="" type="checkbox"/>	
1080-28A	Deed Index - <i>Index that documents the conveyance of property from on individual to another</i>	Permanent	Film To 1-01-1993	<input checked="" type="checkbox"/>	
1080-28B	Deed Index - <i>Index that documents the conveyance of property from on individual to another</i>	Permanent	Fiche 1-01-1993 To Present	<input checked="" type="checkbox"/>	
1080-28C	Deed Index - <i>Index that documents the conveyance of property from on individual to another</i>	Permanent	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 1-01-1998	<input type="checkbox"/>	
1080-19A	Easement - <i>Records documenting the limited right in a piece of real property owned by another</i>	Permanent	Film To Present	<input type="checkbox"/>	

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(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
1080-19B	Easement - Records documenting the limited right in a piece of real property owned by another	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-22	Federal Tax Liens - Identifies the attachment of liens to property from nonpayment of a federal tax	Permanent	Paper To 12-31-2015		<input type="checkbox"/>
1080-22A	Federal Tax Liens - Identifies the attachment of liens to property from nonpayment of a federal tax	Permanent	Film 9-01-1995 To Present		<input type="checkbox"/>
1080-22B	Federal Tax Liens - Identifies the attachment of liens to property from nonpayment of a federal tax	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-48	Federal Tax Lien Releases - Documents the releases of federal liens	Permanent	Paper To 12-31-2015		<input type="checkbox"/>
1080-48A	Federal Tax Lien Releases - Documents the releases of federal liens	Permanent	Film 9-01-1995 To Present		<input type="checkbox"/>
1080-48B	Federal Tax Lien Releases - Documents the releases of federal liens	Permanent	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		<input type="checkbox"/>
1080-23A	Federal Tax Lien Index - Index to the documentation of release of federal liens	Permanent	Fiche 1-01-1993 To Present		<input type="checkbox"/>
1080-23B	Federal Tax Lien Index - Index to the documentation of release of federal liens	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-24	Financing Statements - Uniform Commercial Code (UCC) Documentation of Real Estate as security for the repayment of a loan	6 years (unless attached to Real Estate)	Paper		<input type="checkbox"/>
1080-54	Financing Statements - Index Cards	6 years	Paper		<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		<input type="checkbox"/>
1080-55A	Financing Statements (Real Estate) - Documentation of Real Estate as security for the repayment of a loan	Permanent	Film 4-15-1996 To Present		<input type="checkbox"/>
1080-55B	Financing Statements (Real Estate) - Documentation of Real Estate as security for the repayment of a loan	Permanent	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	5 years & 60 days	Paper To 1-01-1993		<input type="checkbox"/>
1080-56A	Financing Statement Index - Index that documents Real Estate as security for the repayment of a loan	Permanent, After 1-01-1993	Fiche		<input type="checkbox"/>

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1080-56B	Financing Statement Index -- Index that documents real estate as security for the repayment of a loan	Permanent, After 1-01-1993	Digital		<input type="checkbox"/>
1080-57	Land Contracts	Permanent	Paper To 11-01-1998		<input checked="" type="checkbox"/>
1080-57A	Land Contracts	Permanent	Film To Present		<input checked="" type="checkbox"/>
1080-57B	Land Contracts	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-58	Land Contract Index	Permanent	Paper To 1-01-1993		<input checked="" type="checkbox"/>
1080-58A	Land Contract Index	Permanent	Film To 1-01-1993		<input checked="" type="checkbox"/>
1080-58B	Land Contract Index	Permanent	Fiche 1-01-1993 To Present		<input checked="" type="checkbox"/>
1080-58C	Land Contract Index	Permanent	Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-33	Lease Records (ORC 317.08,5301.251) - Instruments by which an owner of real property agrees to give the right of possession to another for a specified period of time and specified consideration	Permanent	Paper To 11-01-1998		<input type="checkbox"/>
1080-33A	Lease Records (ORC 317.08,5301.251) - Instruments by which an owner of real property agrees to give the right of possession to another for a specified period of time and specified consideration	Permanent	Film To Present		<input type="checkbox"/>
1080-33B	Lease Records (ORC 317.08,5301.251) - Instruments by which an owner of real property agrees to give the right of possession to another for a specified period of time and specified consideration	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-34	Mechanic's Lien Record (ORC 1311.11) - 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	Permanent	Paper To 11-01-1998		<input type="checkbox"/>
1080-34A	Mechanic's Lien Record (ORC 1311.11) - 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	Permanent	Film To Present		<input type="checkbox"/>
1080-34B	Mechanic's Lien Record (ORC 1311.11) - 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	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-50	Military Discharges - Contains records of honorably discharged members from the United States Armed Forces	Permanent	Paper To 11-01-1998		<input checked="" type="checkbox"/>

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1080-50A	Military Discharges - Contains records of honorably discharged members from the United States Armed Forces	Permanent	Film 1-01-1990 To Present		<input checked="" type="checkbox"/>
1080-50B	Military Discharges - Contains records of honorably discharged members from the United States Armed Forces	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-39	Personal Property Tax Lien Records - Instruments filed by the County Auditor by which liens are placed on real property for the nonpayment of personal property taxes	Permanent	Paper To 1996		<input type="checkbox"/>
1080-39A	Personal Property Tax Lien Records - Instruments filed by the County Auditor by which liens are placed on real property for the nonpayment of personal property taxes	Permanent	Film 1996 To Present		<input type="checkbox"/>
1080-39B	Personal Property Tax Lien Records - Instruments filed by the County Auditor by which liens are placed on real property for the nonpayment of personal property taxes	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-41	Power of Attorney (ORC 317.08) - Instruments granting authority by which one person enables another person to act for them	Permanent	Paper To 11-01-1998		<input type="checkbox"/>
1080-41A	Power of Attorney (ORC 317.08) - Instruments granting authority by which one person enables another person to act for them	Permanent	Film To Present		<input type="checkbox"/>
1080-41B	Power of Attorney (ORC 317.08) - Instruments granting authority by which one person enables another person to act for them	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-61	Recognizance Liens - Instruments by which liens are placed on real property as a bail bond	Permanent	Paper To 12-31-2015		<input type="checkbox"/>
1080-61A	Recognizance Liens - Instruments by which liens are placed on real property as a bail bond	Permanent	Film 1-01-1995 To Present		<input type="checkbox"/>
1080-61B	Recognizance Liens - Instruments by which liens are placed on real property as a bail bond	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-18	Recognizance Lien Discharges/Releases - Instruments canceling certificates for liens on real estate	Permanent	Paper To 12-31-2015		<input type="checkbox"/>
1080-18A	Recognizance Lien Discharges/Releases - Instruments canceling certificates for liens on real estate	Permanent	Film 1-01-1990 To Present		<input type="checkbox"/>
1080-18B	Recognizance Lien Discharges/Releases - Instruments canceling certificates for liens on real estate	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-31	Recognizance Lien & Discharge Index - Index to Instruments canceling certificates for liens on real estate	Permanent	Paper To 1-01-1993		<input type="checkbox"/>

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1080-31A	Recognizance Lien & Discharge Index - <i>Index to Instruments canceling certificates for liens on real estate</i>	Permanent	Film To 1-01-1993		<input type="checkbox"/>
1080-31B	Recognizance Lien & Discharge Index - <i>Index to Instruments canceling certificates for liens on real estate</i>	Permanent	Fiche 1-01-1993 To Present		<input type="checkbox"/>
1080-31C	Recognizance Lien & Discharge Index - <i>Index to Instruments canceling certificates for liens on real estate</i>	Permanent	Digital 1-01-1993 To Present		<input type="checkbox"/>
1080-47	Registered Land Certificates of Title	Permanent	Paper To 2-01-1999		<input type="checkbox"/>
1080-45	Registered Land Deeds	Permanent	Paper To 11-01-1998		<input checked="" type="checkbox"/>
1080-45A	Registered Land Deeds	Permanent	Film 3-18-1997 To Present		<input checked="" type="checkbox"/>
1080-45B	Registered Land Deeds	Permanent	Digital 11-01-1998 To 2-01- 1999		<input type="checkbox"/>
1080-46	Registered Land Deed Index	Permanent	Paper To 2-01-1993		<input checked="" type="checkbox"/>
1080-46A	Registered Land Deed Index	Permanent	Film To 2-01-1993		<input checked="" type="checkbox"/>
1080-46B	Registered Land Deed Index	Permanent	Fiche 2-01-1993 To Present		<input type="checkbox"/>
1080-46C	Registered Land Deed Index	Permanent	Digital 2-01-1993 To 2-01-1999		<input type="checkbox"/>
1080-51	Unemployment Tax Lien - Instruments by <i>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		<input type="checkbox"/>
1080-51A	Unemployment Tax Lien - Instruments by <i>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	Film 9-01-1995 To Present		<input type="checkbox"/>
1080-51B	Unemployment Tax Lien - Instruments by <i>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	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		<input type="checkbox"/>

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1080-49A	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	Film 9-01-1995 To Present		<input type="checkbox"/>
1080-49B	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	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-30	Unemployment Tax Lien & Release Index (Card File)	Permanent	Paper To 1-01-1993		<input type="checkbox"/>
1080-30A	Unemployment Tax Lien & Release Index (Card File)	Permanent	Fiche 1-01-1993 To Present		<input type="checkbox"/>
1080-30B	Unemployment Tax Lien & Release Index (Card File)	Permanent	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		<input checked="" type="checkbox"/>
1080-26A	Veterans' Grave Registration	Permanent	Film 6-01-1998 To Present		<input checked="" type="checkbox"/>
1080-26B	Veterans' Grave Registration	Permanent	Digital 11-01-1998 To Present		<input checked="" type="checkbox"/>
1080-59	Miscellaneous Index - <i>Instruments presented for recording which do not fit any established record series</i>	Permanent	Paper To 1-01-1993		<input type="checkbox"/>
1080-59A	Miscellaneous Index - <i>Instruments presented for recording which do not fit any established record series</i>	Permanent	Film To 1-01-1993		<input checked="" type="checkbox"/>
1080-59B	Miscellaneous Index - <i>Instruments presented for recording which do not fit any established record series</i>	Permanent	Fiche 1-01-1993 To Present		<input checked="" type="checkbox"/>
1080-59C	Miscellaneous Index - <i>Instruments presented for recording which do not fit any established record series</i>	Permanent	Digital 1-01-1993 To Present		<input type="checkbox"/>
1080-35	Mortgage Records (ORC 317.08) - <i>Instruments by which Real Estate is hypothecated as security for the repayment of a loan</i>	Permanent	Paper To 11-01-1998		<input type="checkbox"/>
1080-35A	Mortgage Records (ORC 317.08) - <i>Instruments by which Real Estate is hypothecated as security for the repayment of a loan</i>	Permanent	Film To Present		<input checked="" type="checkbox"/>
1080-35B	Mortgage Records (ORC 317.08) - <i>Instruments by which Real Estate is hypothecated as security for the repayment of a loan</i>	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-36	Mortgage Index - <i>Index to instruments by which Real Estate is hypothecated as security for the repayment of a loan</i>	Permanent	Paper To 1993		<input checked="" type="checkbox"/>

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1080-36A	Mortgage Index - Index to instruments by which Real Estate is hypothecated as security for the repayment of a loan	Permanent	Film To Present		<input checked="" type="checkbox"/>
1080-36B	Mortgage Index - Index to instruments by which Real Estate is hypothecated as security for the repayment of a loan	Permanent	Fiche 1-01-1993 To Present		<input type="checkbox"/>
1080-36C	Mortgage Index - Index to instruments by which Real Estate is hypothecated as security for the repayment of a loan	Permanent	Digital 11-01-1998 To Present		<input 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		<input type="checkbox"/>
1080-38A	Partition Fence Record - Documentation of agreements between parties portioning out responsibility for maintenance of a fence separating properties along a boundary line	Permanent	Film To 11-01-1998		<input type="checkbox"/>
1080-38B	Partition Fence Record - Documentation of agreements between parties portioning out responsibility for maintenance of a fence separating properties along a boundary line	Permanent	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		<input checked="" type="checkbox"/>
1080-40A	Plat Books (ORC 317.08) - Contains maps showing the divisions of property within the county	Permanent	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		<input checked="" type="checkbox"/>
1080-60A	Plat Index - Index to Recorder's Plat Books by volume and page	Permanent	Fiche 1-01-1993 To Present		<input checked="" type="checkbox"/>
1080-60B	Plat Index - Index to Recorder's Plat Books by volume and page	Permanent	Digital 1-01-1993 To Present		<input checked="" type="checkbox"/>
1080-62	Veterans' Grave Registration Index	Permanent	Paper To 1-01-1993		<input checked="" type="checkbox"/>
1080-62A	Veterans' Grave Registration Index	Permanent	Film 1-01-1993 To Present		<input checked="" type="checkbox"/>
1080-62B	Veterans' Grave Registration Index	Permanent	Fiche 1-01-1993 To Present		<input checked="" type="checkbox"/>
1080-62C	Veterans' Grave Registration Index	Permanent	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"/>

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1080-53	Workman's Compensation Lien - <i>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</i>	Permanent	Paper To 12-31-2015		<input type="checkbox"/>
1080-53A	Workman's Compensation Lien - <i>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</i>	Permanent	Film 9-01-1995 To Present		<input type="checkbox"/>
1080-53B	Workman's Compensation Lien - <i>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</i>	Permanent	Digital 11-01-1998 To Present		<input type="checkbox"/>
1080-53C	Workman's Compensation Lien Index - <i>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</i>	Permanent	Paper To 1-01-1993		<input type="checkbox"/>
1080-53D	Workman's Compensation Lien Index - <i>Index to 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</i>	Permanent	Fiche 01-01-1993 To Present		<input type="checkbox"/>
1080-53E	Workman's Compensation Lien Index - <i>Index to 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</i>	Permanent	Digital 1-01-1993 To Present		<input type="checkbox"/>
1080-63	Terminated Personnel Records	60 years after termination	Paper/Microfilm		<input type="checkbox"/>
1080-64	Official Records - <i>Combination of Instruments maintained at Recorder's Office</i>	Permanent	Paper 1-1990 To 10-1998		<input checked="" type="checkbox"/>
1080-64A	Official Records - <i>Combination of Instruments maintained at Recorder's Office</i>	Permanent	Film 1-1990 To Present		<input checked="" type="checkbox"/>
1080-64B	Official Records - <i>Combination of Instruments maintained at Recorder's Office</i>	Permanent	Digital 10-1998 To Present		<input type="checkbox"/>

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1080-65	Fee Summaries	10 years, then destroy	Paper		<input type="checkbox"/>
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 audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
1080-67	Appropriation Ledgers	10 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1080-68	Correspondence - Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, miscellaneous communications, etc.	1 year	Paper/Electronic		<input type="checkbox"/>
1080-69	Electronic Mail - E-mail	Non-Record – Delete immediately Permanent Record – Retain in paper or electronic format other than e-mail All Other Records – E-mail archives	Electronic		<input type="checkbox"/>
1080-70	Payroll Records – Records entered in the County's accounting system	Maintained per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
1080-71	DD214 Request Forms For Copies	10 years	Paper/Electronic		<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)	10 years	Paper/Electronic		<input type="checkbox"/>
1080-76	Township Zoning Resolutions	Permanent	Paper To 12-31-2015		<input type="checkbox"/>
1080-76A	Township Zoning Resolutions	Permanent	Digital		<input type="checkbox"/>
1080-76B	Township Zoning Resolutions	Permanent	Microfilm		<input type="checkbox"/>
1080-77	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>