



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APRIL 26 2023

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Union County Clerk of Courts

Auto Title Division

(Local Government Entity)

(Unit)

Danielle Sullivan

Danielle Sullivan

Clerk of Court

4/12/23

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.68 – ORC 149.412 for Records Commission Information

Union County Records Commission

937-645-4177

(Telephone Number)

128 South Main Street
(Address)

Marysville
(City)

43040
(Zip Code)

Union
(County)

To have this form returned to the Records Commission electronically, email address: sbadenhop@unioncountvohio.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.

[Signature]

Records Commission Chair Signature

4-26-23

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

5/1/2023

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County Clerk of Courts
(Local Government Entity)

Auto Title Division
(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
AT23-01	Bank Records <i>Records related to banking transactions between the Auto Title Division and financial institutions including, but not limited to, bank books, bank deposit receipts, bank deposit slips, bank statements, canceled checks, check registers and reconciliations</i>	2 years, provided audit	Paper/Electronic		<input type="checkbox"/>
AT23-02	Certified Mail Receipts <i>Acknowledgements received for the issuance of sending certified mail</i>	2 years	Paper		<input type="checkbox"/>
AT23-03	Correspondence <i>General office communications from external and internal sources</i>	2 years	Paper/Electronic		<input type="checkbox"/>
AT23-04	Daily Reports <i>Contains a daily record of fees pertaining to certificates of titles issued</i>	2 years, provided audit	Paper/Electronic		<input type="checkbox"/>
AT23-05	Log Books <i>Records documenting and recording office activities including, but not limited to, daily title usage</i>	2 years	Paper		<input type="checkbox"/>
AT23-06	Receipt Documents <i>Records acknowledging that payment has been received</i>	Until digitized and quality control checked. If not digitized, maintain for 2 years, provided audit	Paper		<input type="checkbox"/>
AT23-07	Receipt Documents <i>Records acknowledging that payment has been received</i>	2 years, provided audit	Electronic		<input type="checkbox"/>
AT23-08	Titles - Manufactured and Mobile Home <i>Certificates of titles issued for the sale and/or transfer of manufactured and/or mobile homes</i>	30 years after date of issuance (ORC 4505.08)	Paper		<input type="checkbox"/>
AT23-09	Titles - Manufactured and Mobile Home <i>Certificates of titles issued for the sale and/or transfer of manufactured and/or mobile homes</i>	30 years after date of issuance. Maintained in State ATPS Database (ORC 4505.08)	Electronic		<input type="checkbox"/>
AT23-10	Titles - Motor Vehicle <i>Certificates of titles and supporting evidence issued for the sale and/or transfer of, including but not limited to, motor vehicles, motorcycles, trailers and/or watercraft, and also includes, but is not limited to, receipts for notations and cancellations of liens</i>	2 years after date of issuance and digitally captured to State Automated Title Processing System (ATPS) Database (ORC 4505.08)	Paper		<input type="checkbox"/>



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Union County Clerk of Courts
(Local Government Entity)

Auto Title Division
(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
AT23-11	Titles - Motor Vehicle - Active <i>Certificates of titles and supporting evidence issued for the sale and/or transfer of, including but not limited to, motor vehicles, motorcycles and/or trailers</i>	7 years after date of issuance. Maintained in State ATPS Database (ORC 4505.08)	Electronic		<input type="checkbox"/>
AT23-12	Titles - Motor Vehicle - Inactive <i>Certificates of titles and supporting evidence issued for the sale and/or transfer of, including but not limited to, motor vehicles, motorcycles and/or trailers</i>	5 years after date of issuance. Maintained in State ATPS Database (ORC 4505.08)	Electronic		<input type="checkbox"/>
AT23-13	Titles - Voided <i>Copies of titles that were printed in error or with incorrect information that were immediately corrected and re-issued; also includes Void Report</i>	2 years, provided audit	Paper		<input type="checkbox"/>
AT23-14	Weekly and Monthly Reports <i>Contains a weekly and monthly record of fees pertaining to certificates of titles issued</i>	2 years, provided audit	Paper/Electronic		<input type="checkbox"/>
				Audited means: the years encompassed by the records have been audited by the Auditor of State and the	<input type="checkbox"/>
				audit report has been released pursuant to Sec. 117.26 O.R.C	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>