



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

OHIO HISTORY CONNECTION

OCTOBER 15 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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Fairfield County		Recorder	
(Local Government Entity)		(Unit)	
	Lisa McKenzie	Recorder	
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

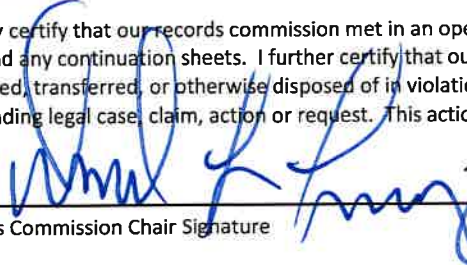
See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission			(740) 652-7883
			(Telephone Number)
210 E. Main Street	Lancaster	43130	Fairfield
(Address)	(City)	(Zip Code)	(County)

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

bennett.niceswanger@fairfieldcountyohio.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.

	10/8/2024
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Electronic Records Archivist	10/25/2024
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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Fairfield County

Recorder

(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
24-001	Official records	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-002	Official records - microfilm	Permanent	Microfilm		<input checked="" type="checkbox"/>
24-003	Official Document Index – deeds, mortgages, leases, liens, partnerships, power of attorney, DD214, plats, easements, miscellaneous, UCC's, land records	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-004	Records of cash received – all record formats	3 years	Paper and/or electronic		<input type="checkbox"/>
24-005	Cemetery records (records of cemeteries)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-006	Condominiums (record of ownership of condominiums)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-007	Corporate records (record of corporation papers filed)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-008	Daily register of deeds & mortgages (record of all conveyances)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-009	Unemployment compensation Lien (record of liens)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-010	War veterans graves (register of war veterans graves)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-011	Deposit slips & statements (pay-ins)	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>

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Fairfield County

Recorder

(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
24-012	Mortgage record (record of mortgages filed)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-013	Notice index (index to notices)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-014	Plat records & books (record of all plats filed)	Permanent	Paper and/or electronic		<input checked="" type="checkbox"/>
24-015	Receipts – copies of receipts	3 years provided audited	Paper and/or electronic		<input type="checkbox"/>
24-016	Financing statements & cancellation (Uniform Commercial Code; see sec. 1309.40 R.C. for retention period)	7 years	Paper and/or electronic		<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