



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

<u>Brown County</u> (local government entity)	<u>Recorder</u> (unit)
<u>Amy Jo DeClaire</u> (signature of responsible official)	<u>Amy Jo DeClaire</u> (name)
	<u>Recorder</u> (title)
	<u>1/21/2016</u> (date)

Section B: Records Commission

<u>Records Commission</u>			
<u>(telephone number)</u>			
<u>(address)</u>	<u>(city)</u>	<u>(zip code)</u>	<u>(county)</u>

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.

<u>Tony [Signature]</u>	<u>1/26/15</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection – State Archives

<u>Amanda [Signature]</u>	<u>Local Government Records Archivist</u>	<u>1/18/16</u>
Signature	Title	Date

Section D: Auditor of State

<u>Martin E. [Signature]</u>	<u>Records Mgr</u>	<u>1-26-16</u>
Signature	Title	Date

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Brown County

Recorder

(local government entity)

(unit)

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

(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	
BCR-01	Agreement Index	Permanent	Paper		☐	*
BCR-01A	Agreement Index	Permanent	Film/Fiche		☐	*
BCR-01B	Agreement Index	Permanent	Digital		☒	*
BCR-02	Agreement Records	Permanent	Paper		☒	*
BCR-02A	Agreement Records	Permanent	Film/Fiche		☒	*
BCR-02B	Agreement Records	Permanent	Digital		☒	*
BCR-03	Annexation Records	Permanent	Paper		☒	*
BCR-03A	Annexation Records	Permanent	Film/Fiche		☒	*
BCR-03B	Annexation Records	Permanent	Digital		☒	*
BCR-04	Assignments & Releases Index	Permanent	Paper		☒	*
BCR-04A	Assignments & Releases Index	Permanent	Film/Fiche		☒	*
BCR-04B	Assignments & Releases Index	Permanent	Digital		☒	*
BCR-05	Assignment, Partial & Full Releases of Mortgage Records	Permanent	Paper		☒	*
BCR-05A	Assignment, Partial & Full Releases of Mortgage Records	Permanent	Film/Fiche		☒	*
BCR-05B	Assignment, Partial & Full Releases of Mortgage Records	Permanent	Digital		☒	*
BCR-06	Bankruptcy Notices (From US Bankruptcy Court)	Permanent	Paper		☒	*
BCR-07	Breeders Index	Permanent	Paper		☒	*
BCR-08	Cash Book (Recorder's Summary)	Ten years after last entry then destroy	Paper		☐	
BCR-08A	Cash Book (Recorder's Summary)	Ten years after last entry then destroy	Digital		☐	

*RC-3 Required

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Brown 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
BCR-09	Certificate of Compliance	Two years	Paper		☒
BCR-10	Certificate of Title – Torren Law	Permanent	Paper		☒
BCR-11	Corporation Records	Permanent	Paper		☒
BCR-11A	Corporation Records	Permanent	Film/Fiche		☒
BCR-11B	Corporation Records	Permanent	Digital		☒
BCR-12	Daily Registers	Permanent	Paper		☐
BCR-12A	Daily Registers	Permanent	Film/Fiche		☒
BCR-12B	Daily Registers	Permanent	Digital		☒
BCR-13	Deed Index	Permanent	Paper		☒
BCR-13A	Deed Index	Permanent	Film/Fiche		☒
BCR-13B	Deed Index	Permanent	Digital		☒
BCR-14	Deed Records	Permanent	Paper		☒
BCR-14A	Deed Records	Permanent	Film/Fiche		☒
BCR-14B	Deed Records	Permanent	Digital		☒
BCR-15	Easements	Permanent	Paper		☒
BCR-15A	Easements	Permanent	Film/Fiche		☒
BCR-15B	Easements	Permanent	Digital		☒
BCR-16	Entry Records	Permanent	Paper		☒
BCR-16A	Entry Records	Permanent	Film/Fiche		☒
BCR-16B	Entry Records	Permanent	Digital		☒
BCR-17	Federal Tax Liens	Permanent	Paper		☒
BCR-17A	Federal Tax Liens	Permanent	Film/Fiche		☒
BCR-17B	Federal Tax Liens	Permanent	Digital		☒

*RC-3 Required



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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Section A: Local Government Unit

Brown County

(local government entity)

Recorder

(unit)

Amy Jo DeClaire
(signature of responsible official)

Amy Jo DeClaire
(name)

Recorder
(title)

1/21/2016
(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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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.

Tony [Signature]
Records Commission Chair Signature

1/26/15
Date

Section C: Ohio History Connection – State Archives

Amanda E. [Signature]
Signature

Local Government Records Archivist
Title

1/18/16
Date

Section D: Auditor of State

Martin E. [Signature]
Signature

Records Mgr
Title

1-26-16
Date

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Brown County

Recorder

(local government entity)

(unit)

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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 LGRP	(6) RC-3 Required by LGRP
BCR-01	Agreement Index	Permanent	Paper		☒
BCR-01A	Agreement Index	Permanent	Film/Fiche		☒
BCR-01B	Agreement Index	Permanent	Digital		☒
BCR-02	Agreement Records	Permanent	Paper		☒
BCR-02A	Agreement Records	Permanent	Film/Fiche		☒
BCR-02B	Agreement Records	Permanent	Digital		☒
BCR-03	Annexation Records	Permanent	Paper		☒
BCR-03A	Annexation Records	Permanent	Film/Fiche		☒
BCR-03B	Annexation Records	Permanent	Digital		☒
BCR-04	Assignments & Releases Index	Permanent	Paper		☒
BCR-04A	Assignments & Releases Index	Permanent	Film/Fiche		☒
BCR-04B	Assignments & Releases Index	Permanent	Digital		☒
BCR-05	Assignment, Partial & Full Releases of Mortgage Records	Permanent	Paper		☒
BCR-05A	Assignment, Partial & Full Releases of Mortgage Records	Permanent	Film/Fiche		☒
BCR-05B	Assignment, Partial & Full Releases of Mortgage Records	Permanent	Digital		☒
BCR-06	Bankruptcy Notices (From US Bankruptcy Court)	Permanent	Paper		☒
BCR-07	Breeders Index	Permanent	Paper		☒
BCR-08	Cash Book (Recorder's Summary)	Ten years after last entry then destroy	Paper		☐
BCR-08A	Cash Book (Recorder's Summary)	Ten years after last entry then destroy	Digital		☐

*RC-3 Required

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Brown County (local government entity)				Recorder (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
BCR-09	Certificate of Compliance	Two years	Paper		☒
BCR-10	Certificate of Title – Torren Law	Permanent	Paper		☒
BCR-11	Corporation Records	Permanent	Paper		☒
BCR-11A	Corporation Records	Permanent	Film/Fiche		☒
BCR-11B	Corporation Records	Permanent	Digital		☒
BCR-12	Daily Registers	Permanent	Paper		☐
BCR-12A	Daily Registers	Permanent	Film/Fiche		☒
BCR-12B	Daily Registers	Permanent	Digital		☒
BCR-13	Deed Index	Permanent	Paper		☒
BCR-13A	Deed Index	Permanent	Film/Fiche		☒
BCR-13B	Deed Index	Permanent	Digital		☒
BCR-14	Deed Records	Permanent	Paper		☒
BCR-14A	Deed Records	Permanent	Film/Fiche		☒
BCR-14B	Deed Records	Permanent	Digital		☒
BCR-15	Easements	Permanent	Paper		☒
BCR-15A	Easements	Permanent	Film/Fiche		☒
BCR-15B	Easements	Permanent	Digital		☒
BCR-16	Entry Records	Permanent	Paper		☒
BCR-16A	Entry Records	Permanent	Film/Fiche		☒
BCR-16B	Entry Records	Permanent	Digital		☒
BCR-17	Federal Tax Liens	Permanent	Paper		☒
BCR-17A	Federal Tax Liens	Permanent	Film/Fiche		☒
BCR-17B	Federal Tax Liens	Permanent	Digital		☒

*RC-3 Required

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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Brown 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	
BCR-18	Federal Tax Lien Index	Permanent	Paper		☒	*
BCR-18A	Federal Tax Lien Index	Permanent	Film/Fiche		☒	*
BCR-18B	Federal Tax Lien Index	Permanent	Digital		☒	*
BCR-19	Federal Tax Lien Releases	Permanent	Paper		☒	*
BCR-19A	Federal Tax Lien Releases	Permanent	Film/Fiche		☒	*
BCR-19B	Federal Tax Lien Releases	Permanent	Digital		☒	*
BCR-20	Land Contract Index	Permanent	Paper		☒	*
BCR-20A	Land Contract Index	Permanent	Film/Fiche		☒	*
BCR-20B	Land Contract Index	Permanent	Digital		☒	*
BCR-21	Land Contracts	Permanent	Paper		☒	*
BCR-21A	Land Contracts	Permanent	Film/Fiche		☒	*
BCR-21B	Land Contracts	Permanent	Digital		☒	*
BCR-22	Lease Records	Permanent	Paper		☒	*
BCR-22A	Lease Records	Permanent	Film/Fiche		☒	*
BCR-22B	Lease Records	Permanent	Digital		☒	*
BCR-23	Limited Partnership Records	Permanent	Paper		☒	*
BCR-23A	Limited Partnership Records	Permanent	Film/Fiche		☒	*
BCR-23B	Limited Partnership Records	Permanent	Digital		☒	*
BCR-24	Mechanics' Lien Records	Permanent	Paper		☒	*
BCR-24A	Mechanics' Lien Records	Permanent	Film/Fiche		☒	*
BCR-24B	Mechanics' Lien Records	Permanent	Digital		☒	*
BCR-25	Military Discharges	Permanent	Paper		☒	*
BCR-25A	Military Discharges	Permanent	Film/Fiche		☒	*

*RC 3 Required

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Brown 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	
BCR-25B	Military Discharges	Permanent	Digital		☒	*
BCR-26	Mortgage Index	Permanent	Paper		☒	*
BCR-26A	Mortgage Index	Permanent	Film/Fiche		☒	*
BCR-26B	Mortgage Index	Permanent	Digital		☒	*
BCR-27	Mortgage Record	Permanent	Paper		☒	*
BCR-27A	Mortgage Record	Permanent	Film/Fiche		☒	*
BCR-27B	Mortgage Record	Permanent	Digital		☒	*
BCR-28	Official Records	Permanent	Paper		☒	*
BCR-28A	Official Records	Permanent	Film/Fiche		☒	*
BCR-28B	Official Records	Permanent	Digital		☒	*
BCR-29	Official Records Index	Permanent	Paper		☒	*
BCR-29A	Official Records Index	Permanent	Film/Fiche		☒	*
BCR-29B	Official Records Index	Permanent	Digital		☒	*
BCR-30	Original Surveys/Virginia Military Surveys	Permanent	Paper		☒	*
BCR-31	Partition Fence Records	Permanent	Paper		☒	*
BCR-31A	Partition Fence Records	Permanent	Film/Fiche		☒	*
BCR-31B	Partition Fence Records	Permanent	Digital		☒	*
BCR-32	Perpetuation of Testimony Lands	Permanent	Paper		☒	*
BCR-33	Personal Property Tax Lien Records	Permanent	Paper		☒	*
BCR-33A	Personal Property Tax Lien Records	Permanent	Film/Fiche		☒	*
BCR-33B	Personal Property Tax Lien Records	Permanent	Digital		☒	*
BCR-34	Plat Books	Permanent	Paper		☒	*
BCR-34A	Plat Books	Permanent	Film/Fiche		☒	*

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Brown County

(local government entity)

Recorder

(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
BCR-34B	Plat Books	Permanent	Digital		☐
BCR-35	Plat Index	Permanent	Paper		☐
BCR-35A	Plat Index	Permanent	Film/Fiche		☐
BCR-35B	Plat Index	Permanent	Digital		☐
BCR-36	Power of Attorney Record	Permanent	Paper		☐
BCR-36A	Power of Attorney Record	Permanent	Film/Fiche		☐
BCR-36B	Power of Attorney Record	Permanent	Digital		☐
BCR-37	Railroad Lien Records	Permanent	Paper		☐
BCR-38	Recognizance Lien Discharges	Permanent	Paper		☐
BCR-38A	Recognizance Lien Discharges	Permanent	Film/Fiche		☐
BCR-38B	Recognizance Lien Discharges	Permanent	Digital		☒
BCR-39	Recognizance Liens	Permanent	Paper		☒
BCR-39A	Recognizance Liens	Permanent	Film/Fiche		☒
BCR-39B	Recognizance Liens	Permanent	Digital		☒
BCR-40	Record of State Highway Easements	Permanent	Paper		☒
BCR-41	Unemployment Tax Lien	Permanent	Paper		☐
BCR-41A	Unemployment Tax Lien	Permanent	Film/Fiche		☐
BCR-41B	Unemployment Tax Lien	Permanent	Digital		☐
BCR-42	Unemployment Tax Lien Releases	Permanent	Paper		☐
BCR-42A	Unemployment Tax Lien Releases	Permanent	Film/Fiche		☐
BCR-42B	Unemployment Tax Lien Releases	Permanent	Digital		☐
BCR-43	Uniform Commercial Code (UCC's)	Six years, provided audited, for federal UCC ten	Paper		☐

*RC-3 Required

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form

Brown County

(local government entity)

Recorder

(unit)

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.

(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
		years			
BCR-43A	Uniform Commercial Code (UCC's)	Six years, provided audited, for federal UCC ten years	Film/Fiche		☐
BCR-43B	Uniform Commercial Code (UCC's)	Six years, provided audited, for federal UCC ten years	Digital		☐
BCR-44	Veteran's Burial Plats	Permanent	Paper		☒
BCR-44A	Veteran's Burial Plats	Permanent	Film/Fiche		☒
BCR-44B	Veteran's Burial Plats	Permanent	Digital		☒
BCR-45	Veteran's Grave Registration	Permanent	Paper		☒
BCR-45A	Veteran's Grave Registration	Permanent	Film/Fiche		☒
BCR-45B	Veteran's Grave Registration	Permanent	Digital		☒
BCR-46	Veteran's Grave Registration Index	Permanent	Paper		☒
BCR-46A	Veteran's Grave Registration Index	Permanent	Film/Fiche		☒
BCR-46B	Veteran's Grave Registration Index	Permanent	Digital		☒
BCR-47	Workmen's Compensation Lien	Permanent	Paper		☐
BCR-47A	Workmen's Compensation Lien	Permanent	Film/Fiche		☐
BCR-47B	Workmen's Compensation Lien	Permanent	Digital		☐
BCR-48	Workmen's Compensation Lien Index	Permanent	Paper		☐
BCR-48A	Workmen's Compensation Lien Index	Permanent	Film/Fiche		☐
BCR-48B	Workmen's Compensation Lien Index	Permanent	Digital		☐

*RC-3 Required

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Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Brown County

(local government entity)

Recorder

(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
BCR-49	Child Support Lien Records	Permanent	Paper		☐
BCR-49A	Child Support Lien Records	Permanent	Film/Fiche		☐
BCR-49B	Child Support Lien Records	Permanent	Digital		☐
BCR-50	Corporate Franchise Liens	Permanent	Paper		☐
BCR-51	Miscellaneous Index	Permanent	Paper		☐
BCR-51A	Miscellaneous Index	Permanent	Film/Fiche		☐
BCR-51B	Miscellaneous Index	Permanent	Digital		☐
BCR-52	Township Zoning Resolutions	Permanent	Paper		☒
BCR-52A	Township Zoning Resolutions	Permanent	Film/Fiche		☒
BCR-52B	Township Zoning Resolutions	Permanent	Digital		☒
BCR-53	Applications for Employment	One year from receipt	Paper		☐
BCR-54	Attendance Records/Reports	Three years provided audited	Paper/Digital		☐
BCR-55	Bank Deposit Receipts	Three years provided audited	Paper		☐
BCR-56	Bank Statements	Three years provided audited	Paper		☐
BCR-57	Bids (successful)- copies of successful bids to provide goods and/or services.	Three fiscal years from expiration of contract	Paper/Digital		☐
BCR-58	Bids (successful) - Original, if made part of a contract and filed with the contract.	Fifteen fiscal years from expiration of contract	Paper/Digital		☐
BCR-59	Bids(unsuccessful)	Two years after letting of the contract	Paper/Digital		☐

*RC-3 Required

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

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Brown County
(local government entity)

Recorder
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Records are maintained by the unit	(6) Records are maintained by the unit
BCR-60	Cancelled Checks	Three years provided audited	Paper		
BCR-61	Cash or Daily Pay-In Receipt to Treasurer	Three years provided audited	Paper		
BCR-62	Contracts	Fifteen years after expiration	Paper		
BCR-63	Correspondence	One year	Paper/Digital		
BCR-64	Deed Information Sheets	One year	Paper/Digital		
BCR-65	Deed Log	One year	Paper/Digital		
BCR-66	Department Budgets	Three years provided audited	Paper/Digital		
BCR-67	Expense Reports	Three years provided audited	Paper/Digital		
BCR-68	Incoming Mail Log	One year	Paper/Digital		
BCR-69	Invoice - Copies	Three years provided audited	Paper/Digital		
BCR-70	Outgoing Mail Log	One year	Paper/Digital		
BCR-71	Personnel records	Two years after employee terminated purge extraneous record. Retain retirement waivers, service record and leave balances.	Paper/Digital		
BCR-72	Purchase Orders	Three years provided audited	Paper/Digital		

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

Brown County

Recorder

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type		
BCR-73	Receipt Book	Three years provided audited	Paper/Digital		
BCR-74	Returned Unrecorded Log	One year	Paper/Digital		
BCR-75	Payroll Worksheets, Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, and OBES Reports	Three years provided audited	Paper/Digital		
BCR-76	Audit Sheets	One year	Paper/Digital		
BCR-77	Fee Summaries	Ten years	Paper/Digital		
BCR-78	Appropriation Ledgers	Ten years	Paper/Digital		
BCR-79	Military Record Expungement Request Forms	Permanent until expunged	Paper/Digital		
BCR-80	DD214 (Military Discharge) Request Forms for Copies	Ten years	Paper/Digital		
BCR-81	Medicaid Recovery Form Copies	Ten years	Paper/Digital		

**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.**