



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION

Page 1 of 1

May 03 2021

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

Wood County

Clerk of Courts – Title

(Local Government Entity)

(Unit)

Douglas F Cubberley

Clerk of Court

3/2/21

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Wood County Records Commission

419-354-9100

One Courthouse Square

Bowling Green

43402

(Telephone Number)

Wood

(Address)

(City)

(Zip Code)

(County)

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

BRansom@woodcountvohio.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.

(Handwritten Signature)

4-29-21

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Digitally signed by Amanda

Amanda Rindler

Rindler
 Date: 2021.05.19 10:44:54 -04'00'

Local Government Records Archivist

5/19/2021

Signature

Title

Date

Section D: Auditor of State

Digitally signed by Martin E.

Martin E. Meeks

Meeks
 Date: 2021.05.26 10:03:28 -04'00'

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



Wood County
(local government entity)

Clerk of Courts – Auto Title Office
(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
COCT-1	Bookkeeping/Fiscal Records Arranged by type, then chronologically. Activity, statistical, financial, etc., and supporting documentation including deposit slips, bank statements, cancelled checks, and computer generated reports; bills, bill backs, and schedules. Administrative, legal, fiscal.	Until audited, then 3 years	Paper Electronic	Audited means the years <input type="checkbox"/> 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"/>
COCT-2	Correspondence Letters, memorandums, faxes, e-mail messages, communications, etc. <u>Transient</u> – telephone messages, drafts, reminders, and other limited documents which convey information of temporary importance in lieu of oral communication. <u>Routine</u> – referrals, requests for routine information or publications; standard form letters. <u>General</u> – requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. <u>Executive</u> – dealing with significant aspects of administration; concerning policy, procedures, program, fiscal and personnel matters. Administrative, legal.	Retain according to content, ensure metadata retained until no longer of administrative value. 6 months. 1 year 2 years; filed with related records in content requires longer retention.	Paper Electronic		<input type="checkbox"/>
COCT-3	Daily Reports Arranged by type, then chronologically; computer generated reports showing activity, statistical, financial, etc. and supporting documentation including individual check out slips, daily balance sheets, and ACH sheets. Administrative, legal, fiscal.	Until audited, then 3 years	Paper		<input type="checkbox"/>
COCT-4	Directives, Manuals, Handbooks Arranged by subject. Documents related to activities and operation of departments, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc. Administrative, legal.	2 years	Electronic Paper		<input type="checkbox"/>
COCT-5	Directories Arranged by subject. Information lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, schedules, etc. Administrative.	Until superseded, obsolete, or replaced	Electronic Paper		<input type="checkbox"/>
COCT-6	Fax transmittal sheets Arranged chronologically; shows status of fax transmittal. Administrative.	Until no longer of administrative value.	Paper		<input type="checkbox"/>



COCT-7	Junk Motor Vehicle Titles Arraigned by date received; current active ownership document. Administrative, legal.	Once junk status is entered into Automated Title Processing System per ORC 4501.11	Paper Electronic		<input type="checkbox"/>
COCT-8	Junk Off Road Motorcycle and All Purpose Vehicle Titles Arraigned by date received; current active ownership document. Administrative, legal.	Once junk status is entered into Automated Title Processing System per ORC 4519.61	Paper Electronic		<input type="checkbox"/>
COCT-9	Junk Watercraft or Outboard Motor Titles Arraigned by date received; current active ownership document. Administrative, legal.	Once junk status is entered into Automated Title Processing System per ORC 1548.12	Paper Electronic		<input type="checkbox"/>
COCT-10	Motor Vehicle Records Arranged chronologically; title copy records and supporting evidence for issuance. Administrative, legal.	7 years from date of issuance per ORC 4505.08	Paper Electronic		<input type="checkbox"/>
COCT-11	Off Road Motorcycle and All Purpose Vehicle Records Arranged chronologically; title copy records and supporting evidence for issuance. Administrative, legal.	7 years from date of issuance per ORC 4519.58	Paper Electronic		<input type="checkbox"/>
COCT-12	Records Requests Arranged chronologically; Ohio Bureau of Motor Vehicle record requests. Administrative, legal.	5 years per ORC 4501.27	Paper		<input type="checkbox"/>
COCT-13	Watercraft or Outboard Motor Records Arranged chronologically; title copy records and supporting evidence for issuance. Administrative, legal.	7 years from date of issuance per ORC 1548.09	Paper Electronic		<input type="checkbox"/>
COCT-14	Watercraft Registration Records Arranged by type, then chronologically; agent copy and supporting evidence of issuance, reports. Administrative, legal, fiscal.	3 years from date of issuance	Paper Electronic		<input type="checkbox"/>
COCT-2014-01	Original checks Title fees and sales tax. Administrative, fiscal, legal.	30 days/once cancelled 5 years	Paper Electronic		<input type="checkbox"/>
COCT-2015-01	Damaged Titles Unusable titles due to damage. Administrative, fiscal, legal.	As soon as replaced.	Paper Electronic		<input type="checkbox"/>
COCT-2018-01	ETS-Electronic Title Application Participant Agreement	Until superseded, obsolete or replaced	Electronic Paper-until complete document is scanned		<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