



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

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JUL 21 2015

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Cuyahoga County Fiscal Office

Auto Title Division

(local government entity)		(unit)	
<u>David Schaeffer</u>	David Schaeffer	Auto Title Manager	July 22, 2015
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Cuyahoga County Records Commission

216-443-7250

Records Commission

(telephone number)

2905 Franklin Blvd.

Cleveland, Ohio

44118

Cuyahoga County

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: jcedina@CuyahogaCounty.ohio.us

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.

Justin J. Cetner, Acting Chair
Records Commission Chair Signature

7-22-15

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt. Records Archivist
Title

7/30/15
Date

Section D: Auditor of State

Martin E. Maut
Signature

8-11-15

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**Fiscal Office**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2015-1	Certificate of Title (includes titles for Motor Vehicle, Watercraft, Salvage, Duplicates and any other title types designated to be administered by the ATD) (Certificates are maintained in a jacket and consist of supporting documents, including certificates of origin, power of attorney forms, Memorandum Certificates, Notation of Lien Receipts, etc.) Supersedes 2013-1	Retain seven years, or until scanned to digital/ electronic images, then destroy, provided quality checked.	Paper		<input type="checkbox"/>
2015-2	Memorandum Certificates (includes titles for Motor Vehicle, Watercraft, Salvage, Duplicates and any other title types designated to be administered by the ATD) (Certificates are maintained in a jacket and consist of supporting documents, including certificates of origin, power of attorney forms, Memorandum Certificates, Notation of Lien Receipts, but excluding Voids (see 2013-13). Supersedes 2013-9	Retain seven years, or until scanned to digital/ electronic images, then destroy, provided quality checked.	Paper		<input type="checkbox"/>
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