

Clerk of Courts Auto Title Records Retention Schedule (Draft)

This schedule lists Clerk of Courts Auto Title division records commonly found in county offices. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Records Series	Definition	Retention Period
Mobile (Manufactured) Home Titles	Certificate of titles and supporting evidence for mobile/manufactured home titles, as per ORC 4505.08. Electronic maintained by the State ATPS Database.	30 years
1173 Form	Supporting documentation related to the Ohio Bureau of Motor Vehicle Record Request form including copy of receipts.	3 years, provided audited.
Passport Transmittals	Receipts and supporting information for authorized passport application transmittal forms.	23 months after application completed.
Titles	Certificate of titles and supporting evidence including titles for: auto, watercraft, travel trailer, motorcycle, etc. Electronic maintained by the State ATPS Database.	7 years (ORC 4505.08)
Water Craft Registrations	All documentation related to watercraft registrations.	Original registration sent to Ohio Department of Natural Resources. Copies and related documentation kept for 3 years after date of issuance.