## PUBLIC RECORD POLICY

Ashland County Treasure Office

#### Section 1. Public Records

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document - paper, electronic, or other format — that is created or received by, or comes under jurisdiction of a public office that documents the organization, functions, policies, decisions, procedur4s, operations, or other activities of the office. All records of the Ashland County Treasurer are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

#### Section 1.1

It is the policy of Ashland County Treasurer that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted prominently.

#### Section 2. Record requests

Each request for public records should be evaluated for a response using the following guidelines:

#### Section 2.1

Although in specific language is required to make a request, the requestor must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester in revising the request by informing the requestor of the manner in which the office keeps its records.

#### Section 2.2

The requestor does not have to put a records request in writing and does not have to provide his or her identity of the intended use of the requested public record.

#### Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection. Copies of public records must be available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

#### Section 2.4

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied as soon as practical. All requests for public records must either be satisfied or be acknowledged in writing by the County Treasurer's office within a reasonable time. If a request is deemed significantly beyond "routine" such as seeking voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- An estimated time it will take to satisfy the request.
- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.

#### Section 2.5

Any denial of public records must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

#### Section 3.0 Cost of Records

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

The charge for paper copies is 10 cents per page.

Section 3.2

Requesters may ask that documents be mailed to them. They will be charged the cost of postage and mailing supplies.

#### Section 4.0 E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Revised 3/29/2019

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

C/o Ju Au :- a Waight - CIK of Cts. Potox 365 Ash lasoff

AND COUNTY

Records Commission 419-289-0000 Telephone Number

FRC: CINDY A. FUNK, ASHLAND COUNTY TREASURER

Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this dule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on 'orm are to be microfilmed and the originals destroyed, please stipulate.

uthorized department official

ASHLAND COUNTY

pprovals:

hairman, Records Commission:

hio Historical Society:

iditor of State:

iule ber	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
7-1	DUPLICATE MANUFACTURED HOME Arranged chronologically, therein alphabetically by taxing district. Shows mobile home registration number, owner, addre of court or park, tax and penalty and date paid.	Audit repor ss is relea	tor d sed. sed.
7-2	ADVANCE PAYMENT CERTIFICATES - 1st half and 2nd half Payment of Mobile Home    Arranged chronologically by payment. Contains duplicate copi of advance payment receipts for taxes showing name and address of property owner, taxing district kind of property, assessment rate taxable value assessment and date paid.	t,	
7–3	RECEIPT BOOKS, CIGARETTE, VENDORS PERSONAL PROPERTY, AND REAL ESTAT Stubs or carbon copies of orig issued for payments of fees, etc.	E inals	OHIO HISTORICAL SOCIETY  AUG 1 7 1998
(			STATE AND LOCAL GOVERNMENT RECORDS

ASHLAND COUNTY	Records Commission	Telephone Number
FROM: CINDY A. FUNK, ASHLAND C	COUNTY TREASURER	<del></del>
	ed, destroyed, transferred, or otherwise dis it pertains to any pending case, cialm, or a iginals destroyed, please stipulate.	
Authorized department official	Name, title	8/11/98 Date ,
Approvals: Chairman, Records Commission:	Junaita Wright	8/11/98
	Name	Dáte
Ohio Historical Society:	See tage!	Date
Auditor of State:	// //	Date

Jule nb(	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-4	STATE TAX RECORDS (INHERITANCE TAX RECEIPTS)  Arranged by year. Contains a record of estate tax payments showing decedent taxing district, value of estate, amount taxable, assessment, date tax certified and paid.	Until Last assessment i Paid	From Colonia C
<b>97-5</b> .	JOURNAL OF COURT WARRANTS REDEEMS Arranged chronologically by payment. Contains a record of redemption of court warrants by the treasurer showing for each: payee, number, date issued, amoun and date paid.		Audit to P  Audit of means: the years encompaced by the records have been as ded by the Auditor of state and the audit report has been released pursuant to Sec. 117.26 O.R.C.
¥7-6	TAX DUPLICATES - REAL ESTATE Arranged chronologically, therein alphabetically by taxing district and taxpayer. Contains list of taxes assessed against real property within the county showing property owner, range, township, section, acreage, parcel number, value of property, tax, delinquency, and date paid. Also contains record of special	Twenty years appraise for Historical	

ب <sup>ا</sup>	ASHLAND C	COUNTY			Records	Commission	<del></del>		Telephone Number
FROM:	CINDY A.	FUNK,	ASHLAND	COUNTY	TREASURER				
redule. I	No record s	hall be	destroyed	If it perts	ins to any p	sferred, or other ending case, lease stipulat	claim, or ac	cosed of in vition. When	iolation of this records listed on
Authoriz	ed departm	ent offi	cial	Name	FUAL,	reas		8/12/98 Date 1	<b>(</b>
Approva Chairmai	ils: n, Records	Commi	ssion:	D	ianit	r Wing	hr	8/11/98 Date	
Ohio His	torical Socie	ety:		Name	Se	e PA	rel_	Date	
Auditor o	of State:			Name	j)		((	Date	

, jule mb(	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-6	Continued - assessments showing nature of public improvement, assessment, and record of exempted real property value.		Frovided audited by the Frovided audited by the and the ard the ard the audit report is released.  ed Audit report is released.  Yrs. Audit report is released.
97 <b>-</b> 7	TAX STUBS  Arranged chronologically by payment. Contains treasurer's copy of receipts for all taxes paid showing date, name, type and amount of tax, penalty and total paid.	Until Audit Keep Three	Audit report  Yrs.  Audited means: the years  encompassed by the records  have been endfield by the  Audition of State and the  audit report has been
97-8	REAL PROPERTY DAILY DETAIL AND CASH REPORTS  Date, parcel number, amount paid, stub number, special assessments project number.	Keep Three Years	released pursuant to Sec. 117.26 U.R.C.
	abbessmerrer project and		OHIO HISTORICAL SOCIETY
			AUG 1 7 1998
			STATE AND LOCAL GOVERNMENT RECORDS

ASHLAND COUNTY	Records Commission	Telephone Number
FROM: CINDY A. FUNK, ASHLAND O	COUNTY TREASURER	
Certification: No record shall be reta redule. No record shall be destroyed r form are to be microfilmed and the	lined, destroyed, transferred, or otherwise dis If it pertains to any pending case, claim, or a originals destroyed, please stipulate.	eposed of in violation of this ction. When records listed on
Authorized department official	Name, title	8/12/98 Date,
Approvals: Chairman, Records Commission:	Suanita Weight	8/11/98 Date
Ohio Historical Society:	See Page	Date
Auditor of State:	() () Name	 Date

(6) Record title and description	(7) Retention period	(8) For use by approving agencies
SETTLEMENTS SUMMARY OF CHARGES REAL, MOBILE, AND PERSONAL Arranged chronologically, therein alphabetically by taxing district. Records treasurer's semi-annual settlements with taxing districts showing real and personal taxes collected and credited, collections from other	Five Years after Date o settlement, provided Audi Administrativ Fiscal	Auditor of State and the Auditor of State and the Audit report is released.  Auditod means: the years
sources, and amount debited.  FORM SEVEN, TAX COLLECTION REGISTERS (Collection Register, Daily Record of Taxes Collected) Arranged chronologically. Contains treasurer's daily record of tax collections showing date,	Until Audite Keep Three Years	have been subject of the
payment: Taxpayer, taxing distri amount paid, and kind of tax.	ct,	OHIO HISTORICAL SOCIETY
		AUG 1 '7 1998
		STATE AND LOCAL GOVERNMENT RECORDS
	SETTLEMENTS SUMMARY OF CHARGES REAL, MOBILE, AND PERSONAL Arranged chronologically, therein alphabetically by taxing district. Records treasurer's semi-annual settlements with taxing districts showing real and personal taxes collected and credited, collections from other sources, and amount debited.  FORM SEVEN, TAX COLLECTION REGISTERS (Collection Register, Daily Record of Taxes Collected) Arranged chronologically. Contains treasurer's daily record of tax collections showing date, total collected, and for each payment: Taxpayer, taxing distri	SETTLEMENTS SUMMARY OF CHARGES REAL, MOBILE, AND PERSONAL Arranged chronologically, therein alphabetically by taxing district. Records treasurer's semi-annual settlements with taxing districts showing real and personal taxes collected and credited, collections from other sources, and amount debited.  FORM SEVEN, TAX COLLECTION REGISTERS (Collection Register, Daily Record of Taxes Collected) Arranged chronologically. Contains treasurer's daily record of tax collections showing date, total collected, and for each payment: Taxpayer, taxing district,

ASHLAND COUNTY	Records Commission	Telephone Number
FROM: CINDY A. FUNK, ASHLAND CO	DUNTY TREASURER	
Certification: No record shall be retained and the original state of the cord shall be destroyed if a form are to be microfilmed and the original state.	ed, destroyed, transferred, or otherwise of it pertains to any pending case, claim, or ginals destroyed, please stipulate.	disposed of in violation of this raction. When records listed on
Authorized department official	Name, title	8/12/98 Date:
Approvals: Chairman, Records Commission:	Maneta Wight	8/11/98 Date
Ohio Historical Society:	See Page	Date
Auditor of State:	Name	Date
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iule mb	(6) Record title and description	(7) Retention period		(8) For use by approving agencies
97-11	TAX DUPLICATES - PERSONAL FROPERT CURRENT GENERAL  Arranged chronologically, therein alphabetically by taxing district and taxpayer. Contains list of persons owing personal property tax showing for each year: property value, assessment.	after End of Fiscal Year Provided Aud	f	Provided and the transition of each and the port is released.  Auditor of each and the port is released.
97 <b>-</b> 12	penalty and tax due, and date paid TAX DUPLICATES - CURRENT CLASSIFIE UNTIL 1985 (ORC 319.34) Arranged chronologically,	i. ID . Two Years after End of		Andited means: the vests encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 O.R.C.
	property and tax rate, total value assessment and penalty, total tax due, advance payment, balance due, and date paid.	•		OHIO HISTORICAL SOCIETY  AUG 1 7 1998
				STATE AND LOCAL GOVERNMENT RECORDS

ro: ASHLAND COUNTY	Records Commission	Telephone Number
Fh. M: CINDY A. FUNK, ASHLAND CO	OUNTY TREASURER	<del></del>
Certification: No record shall be retained adule. No record shall be destroyed if form are to be microfilmed and the original shall be retained as a shall be re		isposed of in violation of this action. When records listed on
Authorized department official	Name, title	8/12/98
Approvals: Chairman, Records Commission:	Leanita Wright.	8/11/98 Date
Ohio Historical Society:	See Page	
Auditor of State:	/( Name	Date

iule nber	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97	TAX DUPLICATES - DELINQUENT PER- SONAL (ORC 5719.04) Arranged chronologically, therein alphabetically by taxpaye Contains lists of persons owing delinquent personal property taxe showing for each: years, name ar address of property owner, tax and penalties, total due, and date paid	er.	
97-14	TAX DUPLICATES - DELINOUENT CLASSIFIED - SEE 97-47		Provided audited by the
97-15	FINANCIAL DAILY REPORTS & FORM SI Arranged chronologically. Contains copies of treasurer's daily financial statements to County Auditor, showing year, day, and for each fund: name, receipts, and disbursements and Certified Form Six.	X Until Audi Keep Five Years, Then Destroy	Audit report is released.

ro: Ashland county	Records Commission	Telephone Number
Fh. A:CINDY A. FUNK, ASHLANI	COUNTY TREASURER	
Certification: No record shall be retained adule. No record shall be destroyed if form are to be microfilmed and the original shall be retained as a shall be re	ed, destroyed, transferred, or otherwise dispetit pertains to any pending case, claim, or act pinals destroyed, please stipulate.	osed of in violation of this ion. When records listed on
Authorized department official	Name, title	8/12-/98 Date :
Approvais: Chairman, Records Commission:	Juanita Wright &	3/11/98/ Date
)hio Historical Society:	See Page 1	Date
	(( )/	Date
uditor of State:	Name	Date

iule nber	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97	FINANCIAL MONTHLY REPORTS Arranged chronologically. Contains copies of treasurer's monthly financial statements to county auditor, showing year, month, and for each fund: name, previous balance, receipts, and disbursements during the month, and present balance in each fund.	Until Audite Keep five ye Then Destroy	Auditor of State and the Auditor of State and the Auditor of State and the Audit report is released.  Auditod means: the years
97-17	FINANCIAL YEARLY CONDENSE REPORT Full year of financial reports	Keep Five Ye Until Audite Then Destroy	ars An their or Stree and the
97-18	ORDERS FOR THE TRANSFER OF FUNDS Arranged chronologically by order. Contains original orders from auditor to treasurer to transfer funds, showing date of	Until Audite Keep Five Ye Then Destroy	Sec. 117.26 O.R.C.
	order and number, fund debited, fund credited, amount, date to be transferred, and signature of		OHIO HISTORICAL SOCIETY
	Deputy Auditor		AUG 1 7 1998
			STATE AND LOCAL GOVERNMENT RECORDS

ro:	ASHLAND C	OUNTY		Records Comm	ission		elephone Number
.Fh_M:_	CINDY A.	FUNK, ASI	HLAND COUNTY	TREASURER			
edule. N	o record sh	all be destr	oyed if it pertai	royed, transferred ns to any pending estroyed, please a	case, claim, or tipulate.		
Authorize	d departme	nt official	Name,	unt Inec	<i>lo</i>	8/12/9,	<b>P</b>
Approval: Chairman	s: , Records C	Commission	: Name	ianeta U	right	8/11/98 Date	
Ohio Histo	orical Societ	ty:	Name	See	Page 1	Date	
\uditor of	State:		Name			Date	·

jule nber	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97 <sub>-</sub> 9	DAILY BALANCE SHEET Arranged chronologically. Contains copy of treasurer's dail statement of transactions to auditor showing cash balance at beginning of day, receipts and disbursements during the day, and balance at the end of the day		Provided audited by the Auditor of State and the Audit report is released.
97-20 ·	PAY-INS Arranged chronologically by payment. Contains a record of fees paid into the county treasur showing date, by whom paid, and total paid.	Until Audit	Audited means: the years encommassed by the records - have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 O.R.C.
97-21	FORFEITURES AND FORECLOSURES Arranged by year, therein alphabetically by taxing district and taxpayer. Contains lists of land certified as tax delinquent which have been foreclosed or forfeited to the state, showing year certified delinquent, land- owner, taxing district, descripti of land, acreage, lot number, parcel number, years delinquent, assessment, penalties, interest, total tax due, and date forfeited	on	

f0: _	ASHLAND (	COUNTY			_Records Co	mmission		Telephone Number
FHUM	: CINDY	A. FUNK,	ASHLAND	COUNTY	TREASURER			<del></del>
edule.	No record	shall be de	estroyed if	it pertain		rred, or otherwise ding case, claim, o se stipulate.		
Author	ized departi	ment officia	ai	Name, 1	unt )	nes	8/12/90 Date	P
Approv Chairm	vals: an, Records	s Commiss	sion:	Name	ianita	. wight	8/11/98°	
Ohio Hi	istorical Soc	ciety:			Sez	Page 1		
				Name	. (1	((	Date	
luditor	of State:			Name			Date	

jule nber	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
— 97-22	JOB DESCRIPTIONS	Until Supers	
97-23	RECORDS OF EXAMINATION OF THE TREASURY  Arranged chronologically by examination. Contains a record of the examiner's report of the county treasury, showing date of report, total debits and credits, itemized debits and credits, debi	Abolished Obsolete Appraise for Historical V	
<del>)</del> 7-24	or credit balance, narrative rema and signature of examiners.  UNDERTAKING TO PAY TAXES RECORD		
	(Wittemore) Arranged alphabetically, there chronologically by filing. Conta a record of installment payment agreements entered into by owners of real property on which taxes and assessments are delinquent, showing property owner, and taxing	ins s	OHIO HISTORICAL SOCIETY  AUG 1 7 1998
:	district, description of property total tax and assessements due, date of agreement, record of payme and date final payment made.	,	STATE AND LOCAL GOVERNMENT RECORDS

(O:	ASHLAND COUNTY	Records Commission	Telephone Number
F. M:	CINDY A. FUNK, ASHLAND C	OUNTY TREASURER	
edule.	No record shall be destroyed if	ed, destroyed, transferred, or otherwise dis it pertains to any pending case, claim, or a ginals destroyed, please attpulate.	
Authoriz	red department official	Name, title	8/12-198 Date
Approva Chairma	als: n, Records Commission:	Jaranita Wright	8/11/98 Date
)hio His	torical Society:	See Page 1	Date
luditor o	of State:	Name	

elut redn	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
\ ?	GENERAL RECORDS RETENTION SCHEDUL	ES	
<del>3</del> 7−25	ANNUAL BUDGETS	Permanent Historical	·
<del>3</del> 7–26	ANNUAL REPORTS	Permanent Historical	•
<del>3</del> 7-27	APPLICATIONS FOR EMPLOYMENT	One year aft receipt	er
37-28	AUDIT REPORTS (Bureau of Inspection and Supervision)	on Permanent	audited by the
17-29	BANK DEPOSIT RECEIPTS	Two Years af End of Fisca Year, provid Audited by A of State Fiscal	ter provided audited by the ter provided audited and the I Auditor of State and a ed Audit report is released.  OHIO HISTORICAL SOCIETY
17-30	BANK STATEMENTS (ORC 1304.29)	Three years after end of Fiscal Year provided Auditor of Fiscal	

Date

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

ι ιο: <u> </u>	ASHLAND COUNTY	Records Commission	Telephone Number
FnJM:	CINDY A. FUNK, ASH	LAND COUNTY TREASURER	
hedule. No i	record shall be destroyed	ained, destroyed, transferred, or otherwis if it pertains to any pending case, claim originals destroyed, please stipulate.	
Authorized	department official	Name, title	8/12/98 Date
Approvals: Chairman, F	Records Commission:	Juanita Eureph	8/11/98
		See Page	Date
Ohio Histori	cal Society:	Name (1	Date
Auditor of S	tate:		

Name

inber	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
1د-97	BOND REGISTERS	Permanent Fiscal Legal	end by the
97-32	CANCELLED CHECKS (ORC 1304.29)	Three years after End of Fiscal Year, Provided Aud by Auditor o	Audit report is reload
97-33	LEAVE REQUESTS (Sick and Vacation	) Three years after End of Fiscal Year Provided Audi by Auditor of Fiscal	encompassed by the records have been audited by the Auditor of State and the ited audit report has been
97-34	OFFICIALS' BONDS, CLERK, TRUSTEES (ORC 2305.12)	Expiration.	ited byOHIO HISTORICAL SOCIFTY
97-35	TRAVEL EXPENSE RECEIPTS	Three years after End of Year, Provide Audited Fiscal	Fiscal STATE AND LOCAL

Date

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

) ro: Ashland county	Records Commission	Telephone Number
F W:CINDY A. FUNK, ASHLA	ND COUNTY TREASURER	
Certification: No record shall be retainedule. No record shall be destroyed a form are to be microfilmed and the o	ined, destroyed, transferred, or otherwise if it pertains to any pending case, claim, originals destroyed, please atipulate.	disposed of in violation of this or action. When records listed on
Authorized department official	Name, title	8/12/98 Date
Approvals: Chairman, Records Commission:	Sumita Turch	8/11/98 ·
Ohio Historical Society:	See Page	Date
Auditor of State:	$\mu$	

Name

iule mber	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-	PAYROLL RECORDS Shows name, base and net salary, and withholding.	Three Years after End of Fiscal Year Provided Audi	Provided air m
97 <b>-</b> 37	PERSONNEL FILES	Until Employe terminates, microfilm and destroy paper Retain Microf permanently. Administrativ	Audit report is released.  chen chen copy.  film Audited means: the years
<del>3</del> 7-38	PURCHASE ORDERS - INVOICES	Three years after end of Fiscal Year Provided Audi Fiscal	Auditor of State and the audit report has been released pursuant to
17–39	CHECK REGISTERS (ORC 1304.29)	Three years after End of Fiscal Year Provided Audi	OHIO HISTORICAL SOCIETY  Led AUG 1 7 1998
7–40	CONTRACTS (ORC 2305.06)	Fifteen Years after Expirat Legal	STATE AND LOCAL

ASHLAND COUNTY	Records Commission	Telephone Number
FROM:CINDY A. FUNK, ASHL	AND COUNTY TREASURER	
	lined, destroyed, transferred, or otherwise if it pertains to any pending case, claim, o priginals destroyed, please stipulate.	
Authorized department official	Name, title ()	8/11/98 Date
Approvals: Chairman, Records Commission:	Dunita weight,	8/12/98
	Name	<sup>'</sup> Date
Ohio Historical Society:	See Page	Date
A JUAN OF CARAGO	fc A	
Auditor of State:	Name	Date

	Name		Date
elut.	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-41	CORRESPONDENCE General office correspondence of a routine nature	One to Five years, at discretion of Office Super	visor
97-42	INVENTORIES (Annual of County Properties)	Three years, provided Aud Fiscal	
97–43 .	VOUCHERS	Until Audite by Auditor o State Fisca	d  f Andired means the years coerciassed by the records
97 <b>–4</b> 4	LEDGER CARDS - MOBLE HOME, PER- SONAL PROPERTY Shows date, name, account num- ber, detail of receopt or expen- ditures, includes running balance of fund.	Obsolete	han thee enaited by the As see of State and the and the and the and the and the seen raisesed pursuant to Sec. 117.26 O.R.C.
17-45	JOURNALS  Daily work of receipts and expenditures	Obsolete	OHIO HISTORICAL SOCIETY  AUG 1 7 1998
17. ii	ABSTRACT - PERSONAL PROPERTY Shows each township, amount collected for each district, for that settlement	Obsolete	STATE AND LOCAL GOVERNMENT RECORDS

)	1	ASHL	AND CO	OUN.	ΓY		F	Records Com	mission			Telephone Number
<b>:)</b>	FROM:	(	CINDY	Α.	FUNK,	ASHLAND	COUNTY	TREASURER				
:he	idule. I	vo Lec	ord sh	rall l	be dest	royed if it	pertains	ed, transferre to any pendi royed, please	ng case, claim	se dispo 1, or actio	sed of in on. When	violation of this records listed on
A	uthoriz	ed de	partme	ent c	official		(Intended in the control of the cont	to The	-Treo.	2	8/12/ Date	198
	Approva Hairmai		ords (	Com	missio		Du.	mita ?	ienght		8/11/98 Date	
0	hio Hist	torical	Socie	ity:		į	Vame .	(Le	PAGE	_ (	Date	
A	uditor o	f State	∍:			i	lame	i(	· · · · · · · · · · · · · · · · · · ·		Date	

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niui Inje	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-47	TAX DUPLICATES-DELINQUENT CLASS-IFIED (ORC 319.34, 5719.04) Arranged chronologically, ther alphabetically by taxpayer. Contlists of persons owing delinquent classified tax showing for each: years owed, name and address of property owner, taxable amount, tax, penalties and interest, total amount due, and date paid	ains	Provided audited by the Auditor of State and the Audit report is released. Audit report is released.
97-48	ADDITIONS AND REMITTERS  pertaining to mobile homes,  real property, and personal pro- perty	Six years af end of Fisca Provided Aud	tter encompassed by the records have been audited by the Auditor of State and the audit report has a few fields.
97-49	BANKRUPTCY: Real Estate, Persona Property, Mobile Home (after Dismissal)	l Three years US Bankrupto Court in Col has a copy	Sec. 117.26 O.R.C.
97-50	REAL PROPERTY MAINTENANCE FILE any correction made to origi- nal information, name, address e	Three Years	AUG 1 7 1998
9,-51	CONVEYANCE FORMS (transfers, yellow copies)	Five Years	STATE AND LOCAL GOVERNMENT RECORDS

رد <u>-</u>	ASHLAND COUNTY	Records Commission	Telephone Number
FhUM	: CINDY A. FUNK, AS	LAND COUNTY TREASURER	
redule.	No record shall be destroyed	ined, destroyed, transferred, or otherwise dispos if it pertains to any pending case, claim, or actio originals destroyed, please stipulate.	n. When records listed on
Authoria	zed department official	(INVERTURE )/CGS 8 Name, title	7/12/98 Date
Approv Chairma	als: an, Records Commission:	Name Name	8/12/98 .
Ohio His	storical Society:	See Page /	Date
Auditor	of State:	ίι ιι	<u> </u>
		Name	Date

iule	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-o2	ADVANCE PAYMENT CERTIFICATES: 1ST & 2ND HALF PAYMENTS Personal property receipts. Arranged chronologically by payment. Contains duplicate copies of advance payment receipts for taxes showing name and address of property owner, taxing district, kind of property, assessment rate taxable value assessment, and date paid.	Until Audite	Auditor of State and the Audit report is released.
<del>3</del> 7−53	CASH POST REPORT  Personal property, Mobile Home daily records of taxes collected, date, account or parcel number, amount paid, stub number, special assessments project number	Three years after Audit	have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
¥7−54	YEAR TO DATE REPORT  YTD for personal property and mobile home, showing payment received for each parcel or account for different periods of time during the year	Three years after Audit	

10.	ASHLANI	COUNTY			Records Commis	ssion		Telephone Number
FROM:	CINDY A	. FUNK,	ASHLAND	COUNTY	TREASURER			
edule. No re	ecord sha	il be dest	royed If it	pertains	red, transferred, to any pending royed, please at	case, claim, or a		riolation of this records listed on
Authorized d	lepartmen	t official	·	(M) Name, title	In Huch	- Mes	8/12/9	
Approvals: Chairman, R	ecords Co	ommission		Ju Vame	Lanta W	right	8/11/98 Date	
Ohio Historic	al Society	<b>:</b>	į	lame	Se e	Page	Date	
Auditor of Sta	ate:		_		l (	4	- Date	

Je je	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
)7 <b>-</b> 55	REIMBURSEMENT REPORT Distribution amount on Real Estate after each settlement	Three years after Audit	Provided audited by the Auditor of State and the Audit report is released.
<del>1</del> 7–56	REVENUE-EXPENDITURE REPORT, DETAC A report that shows what was paid in and out of the accounts on a monthly basis	Three years after Audit	Audited means: the years encompassed by the records
17-57 ·	PERSONAL FROPERTY PENALTY INTEREST REPORT: Shows account number, name, stub, year, penalty, unpaid interest balance, new interest, new balance (ORC 5719.03 and 7519.041)	after Audit	have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 C.R.C.
			OHIO HISTORICAL SOCIETY
			AUG 1 7 1998
			STATE AND LOCAL GOVERNMENT RECORDS

(5)

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO:	Ashland County	Records Commission	on 419 282	4242	Telephone Number
1	142 W Second St	Ashland Oh	44805		Ashland
(address)	1	(city)	(zip c	ode)	(county)
(2) (1)	h In	Cindy Funk As	hland County	Treasurer	9/20/07
(signature of	fresponsible official)	(name)	(title)		(date)
and nass	FICATION: I hereby certify the sed the retention schedules co	intained on this form and a	ny continuation ch	eets. I further	certify that our commission
make ev schedule any mic	very effort to prevent these rec e and that no record will be kn rofilm replacing a record liste	cord series from being dest nowingly disposed of whic	troyed, transferred th pertains to any p nform to ANSI sta	or otherwise of one of the other of the othe	disposed of in violation of thi laim, action or request. Furth
make ev schedule any mic	very effort to prevent these rec e and that no record will be kn rofilm replacing a record liste	cord series from being dest nowingly disposed of whic ed on this schedule will co	troyed, transferred th pertains to any p nform to ANSI sta	or otherwise of oending case, condards. This R	disposed of in violation of thi laim, action or request. Furth
make ev schedule any mic <u>O</u> -	very effort to prevent these rece and that no record will be known that replacing a record lister of the control of the contro	cord series from being dest nowingly disposed of whice ed on this schedule will con by the minutes kept by thi	troyed, transferred th pertains to any p nform to ANSI sta	or otherwise of oending case, condards. This R	disposed of in violation of thi laim, action or request. Furth CC-2 was approved on
make ev schedule any mic <u>10 -</u> Chairma	very effort to prevent these rece and that no record will be known refilm replacing a record listed as reflected and Records Commission:	cord series from being designowingly disposed of which and on this schedule will conby the minutes kept by the Signature	troyed, transferred th pertains to any purpose of the pertains	or otherwise of oending case, condards. This R	disposed of in violation of thi laim, action or request. Furth CC-2 was approved on

# \*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE (6) (7) (8)\* (9)

· · · · · · · · · · · · · · · · · · ·	( )	(0)	(5)
Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
E-mail	until no longer useful	electronic	
			·
•		,	
			8/98
	Record Title and Description	Record Title and Description Retention Period  E-mail until no longer	Record Title and Description Retention Period Media Type  E-mail until no longer useful electronic