

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, procedures, 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

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO: ASHLAND COUNTY

c/o Juanita Wright - CLK of Cts. P.O. BOX 360 ASHLAND OH 44805-0360
Records Commission 419-289-0000 Telephone Number

FROM: CINDY A. FUNK, ASHLAND COUNTY TREASURER

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

Authorized department official

Chad Tress 8/12/98
Name, title Date

Approvals:
Chairman, Records Commission:

Juanita Wright 8/12/98
Name Date

Ohio Historical Society:

Thomas Gorman Bunker 17 AUGUST 1998
Name Date

Auditor of State:

Martin E. Muebs 8-28-98
Name Date

Rule number	(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, address of court or park, tax and penalty and date paid.	Until Audited by the Auditor of State and Audit report is released.	
7-2	ADVANCE PAYMENT CERTIFICATES - 1st half and 2nd half Payment of Mobile Home 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 Audited	Provided audited by the Auditor of State and the Audit report is released. 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.
7-3	RECEIPT BOOKS, CIGARETTE, VENDORS, PERSONAL PROPERTY, AND REAL ESTATE Stubs or carbon copies of originals issued for payments of fees, etc.	Until Audited	OHIO HISTORICAL SOCIETY AUG 17 1998 STATE AND LOCAL GOVERNMENT RECORDS

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

ASHLAND COUNTY Records Commission Telephone Number

FROM: CINDY A. FUNK, ASHLAND COUNTY TREASURER

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

Authorized department official

Name, title

Date

Approvals:
Chairman, Records Commission:

Name

Date

Ohio Historical Society:

Name

Date

Auditor of State:

Name

Date

Rule number	(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 is Paid	<p>From the records of the Auditor of State, the Auditor of State is released.</p> <p>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.</p> <p>OHIO HISTORICAL SOCIETY</p> <p>AUG 17 1998</p> <p>STATE AND LOCAL GOVERNMENT RECORDS</p>
97-5	JOURNAL OF COURT WARRANTS REDEEMED Arranged chronologically by payment. Contains a record of redemption of court warrants by the treasurer showing for each: payee, number, date issued, amount, and date paid.	Until Audited	
97-6	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	

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Authorized department official

Name, title

Date

Approvals:
Chairman, Records Commission:

Name

Date

Ohio Historical Society:

Name

Date

Auditor of State:

Name

Date

File number	(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.		<p>Provided audited by the Auditor of State and the Audit report is released.</p> <p>Audited means: the years encompassed by the records have been verified by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</p> <p>OHIO HISTORICAL SOCIETY</p> <p>AUG 17 1998</p> <p>STATE AND LOCAL GOVERNMENT RECORDS</p>
97-7	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 Audited Keep Three Yrs.	
97-8	REAL PROPERTY DAILY DETAIL AND CASH REPORTS Date, parcel number, amount paid, stub number, special assessments project number.	Keep Three Years	

ASHLAND COUNTY _____ Records Commission _____ Telephone Number _____

Name	Date
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STATE AND LOCAL
GOVERNMENT RECORDS

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

ASHLAND COUNTY

Records Commission

Telephone Number

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Authorized department official

Cindy A. Funk *Treas* *8/12/98*
Name, title Date

Approvals:

Chairman, Records Commission:

Janita Wright *8/11/98*
Name Date

Ohio Historical Society:

See Page 1
Name Date

Auditor of State:

Name Date

File number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-11	TAX DUPLICATES - PERSONAL PROPERTY 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, penalty and tax due, and date paid.	Two Years after End of Fiscal Year Provided Audited	Provided audited by the Auditor of State and the Audit report is released.
97-12	TAX DUPLICATES - CURRENT CLASSIFIED UNTIL 1985 (ORC 319.34) Arranged chronologically, therein alphabetically by taxing district and taxpayer. Contains classified tax list showing year, taxpayer, return number, class of property and tax rate, total value, assessment and penalty, total tax due, advance payment, balance due, and date paid.	Two Years after End of Fiscal Year, Provided Audited	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. OHIO HISTORICAL SOCIETY AUG 17 1998 STATE AND LOCAL GOVERNMENT RECORDS

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Authorized department official

Chad Treas 8/12/98
Name, title Date

Approvals:
Chairman, Records Commission:

Juanita Wright 8/11/98
Name Date

Ohio Historical Society:

See Page 1
Name Date

Auditor of State:

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Name Date

Rule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-13	TAX DUPLICATES - DELINQUENT PERSONAL (ORC 5719.04) Arranged chronologically, therein alphabetically by taxpayer. Contains lists of persons owing delinquent personal property taxes showing for each: years, name and address of property owner, tax and penalties, total due, and date paid	Five Years	
97-14	TAX DUPLICATES - DELINQUENT CLASSIFIED - SEE 97-47		
97-15	FINANCIAL DAILY REPORTS & FORM SIX 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.	Until Audited Keep Five Years, Then Destroy	Provided audited by the Auditor of State and the Audit report is released. 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.

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Name, title

Date

Approvals:

Chairman, Records Commission:

Name

Date

Ohio Historical Society:

Name

Date

Auditor of State:

Name

Date

File number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-15	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 Audited Keep five years Then Destroy	Provided audited by the Auditor of State and the Audit report is released.
97-17	FINANCIAL YEARLY CONDENSE REPORT Full year of financial reports	Keep Five Years Until Audited Then Destroy	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.
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 order and number, fund debited, fund credited, amount, date to be transferred, and signature of Deputy Auditor	Until Audited Keep Five Years Then Destroy	

OHIO HISTORICAL SOCIETY

AUG 17 1998

 STATE AND LOCAL
GOVERNMENT RECORDS

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TO: ASHLAND COUNTY Records Commission Telephone Number _____

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Authorized department official

Cindy Funk Treas 8/12/98
Name, title Date

Approvals:
Chairman, Records Commission:

Quanita Wright 8/11/98
Name Date

Ohio Historical Society:

See Page 1
Name Date

Auditor of State:

Name Date

Rule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-19	DAILY BALANCE SHEET Arranged chronologically. Contains copy of treasurer's daily 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.	Until Audited	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 treasury showing date, by whom paid, and total paid.	Until Audited	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.
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, landowner, taxing district, description of land, acreage, lot number, parcel number, years delinquent, assessment, penalties, interest, total tax due, and date forfeited or foreclosed.	Permanent Legal Historical	

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Authorized department official

Christa Trepp 8/12/98
Name, title Date

Approvals:
Chairman, Records Commission:

Juanita Wright 8/11/98
Name Date

Ohio Historical Society:

See Page 1
Name Date

Auditor of State:

" "
Name Date

(1) Rule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-22	JOB DESCRIPTIONS	Until Superseded or Classification Abolished	
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, debit or credit balance, narrative remarks and signature of examiners.	Obsolete Appraise for Historical Value	
97-24	UNDERTAKING TO PAY TAXES RECORD (Wittemore) Arranged alphabetically, therein chronologically by filing. Contains 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 district, description of property, total tax and assessments due, date of agreement, record of payments, and date final payment made.	Obsolete	OHIO HISTORICAL SOCIETY AUG 17 1998 STATE AND LOCAL GOVERNMENT RECORDS

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O: ASHLAND COUNTY Records Commission _____ Telephone Number _____
 F. M: CINDY A. FUNK, ASHLAND COUNTY TREASURER

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Authorized department official Charles Treas 8/10/98
 Name, title Date

Approvals:
 Chairman, Records Commission: Juanita Wright 8/11/98
 Name Date

Ohio Historical Society: See Page 1
 Name Date

Auditor of State: _____
 Name Date

Rule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
	GENERAL RECORDS RETENTION SCHEDULES		
97-25	ANNUAL BUDGETS	Permanent	
97-26	ANNUAL REPORTS	Historical	
97-27	APPLICATIONS FOR EMPLOYMENT	Permanent	
97-28	AUDIT REPORTS (Bureau of Inspection and Supervision)	Historical	
97-29	BANK DEPOSIT RECEIPTS	One year after receipt	
97-30	BANK STATEMENTS (ORC 1304.29)	Permanent	
97-31		Two Years after End of Fiscal Year, provided Audited by Auditor of State Fiscal	Provided audited by the Auditor of State and the Audit report is released. OHIO HISTORICAL SOCIETY AUG 17 1998 STATE AND LOCAL GOVERNMENT RECORDS 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.

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Records Commission

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Authorized department official

Cindy Funk 8/12/98
Name, title Date

Approvals:
Chairman, Records Commission:

Juanita Wright 8/11/98
Name Date

Ohio Historical Society:

See Page 1
Name Date

Auditor of State:

" "
Name Date

Rule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-31	BOND REGISTERS	Permanent Fiscal Legal	<div>Provided audited by the Auditor of State and the Audit report is released.</div> <div>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.</div> <div>OHIO HISTORICAL SOCIETY</div> <div>AUG 17 1998</div> <div>STATE AND LOCAL GOVERNMENT RECORDS</div>
97-32	CANCELLED CHECKS (ORC 1304.29)	Three years after End of Fiscal Year, Provided Audited by Auditor of State	
97-33	LEAVE REQUESTS (Sick and Vacation)	Three years after End of Fiscal Year Provided Audited by Auditor of State Fiscal	
97-34	OFFICIALS' BONDS, CLERK, TRUSTEES (ORC 2305.12)	Ten Years after Expiration, Provided Audited by Auditor of State Legal	
97-35	TRAVEL EXPENSE RECEIPTS	Three years after End of Fiscal Year, Provided Audited Fiscal	

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Authorized department official

Christina Trues 8/12/98
Name, title Date

Approvals:
Chairman, Records Commission:

Jeannette Wright 8/11/98
Name Date

Ohio Historical Society:

See Page 1
Name Date

Auditor of State:

" "
Name Date

(1) Rule number	(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 Audited	Provided audited by the Auditor of State and the Audit report is released.
97-37	PERSONNEL FILES	Until Employee terminates, then microfilm and destroy paper copy. Retain Microfilm permanently. Administrative	
97-38	PURCHASE ORDERS - INVOICES	Three years after end of Fiscal Year Provided Audited Fiscal	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.
97-39	CHECK REGISTERS (ORC 1304.29)	Three years after End of Fiscal Year Provided Audited	OHIO HISTORICAL SOCIETY AUG 17 1998
97-40	CONTRACTS (ORC 2305.06)	Fifteen Years after Expiration Legal	STATE AND LOCAL GOVERNMENT RECORDS

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Name, title

Date

Approvals:
Chairman, Records Commission:

Name

Date

Ohio Historical Society:

Name

Date

Auditor of State:

Name

Date

File number	(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 Supervisor	
97-42	INVENTORIES (Annual of County Properties)	Three years, provided Audited Fiscal	Provided audited by the Auditor of State and the Audit report is released.
97-43	VOUCHERS	Until Audited by Auditor of State Fiscal	Audited means: the years covered 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.
97-44	LEDGER CARDS - MOBILE HOME, PERSONAL PROPERTY Shows date, name, account number, detail of receipt or expenditures, includes running balance of fund.	Obsolete	
97-45	JOURNALS Daily work of receipts and expenditures	Obsolete	OHIO HISTORICAL SOCIETY AUG 17 1998
97-46	ABSTRACT - PERSONAL PROPERTY Shows each township, amount collected for each district, for that settlement	Obsolete	STATE AND LOCAL GOVERNMENT RECORDS

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Authorized department official Cindy Funk Treas 8/12/98

Approvals: Chairman, Records Commission: Juanita Wright 8/11/98

Ohio Historical Society: See Page 1

Auditor of State:

File Number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-47	TAX DUPLICATES-DELINQUENT CLASSIFIED (ORC 319.34, 5719.04) Arranged chronologically, therein alphabetically by taxpayer. Contains lists 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	Five Years	Provided audited by the Auditor of State and the Audit report is released. 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. OHIO HISTORICAL SOCIETY AUG 17 1998 STATE AND LOCAL GOVERNMENT RECORDS
97-48	ADDITIONS AND REMITTERS pertaining to mobile homes, real property, and personal property	Six years after end of Fiscal Year Provided Audited	
97-49	BANKRUPTCY: Real Estate, Personal Property, Mobile Home (after Dismissal)	Three years US Bankruptcy Court in Columbus, Ohio has a copy	
97-50	REAL PROPERTY MAINTENANCE FILE any correction made to original information, name, address etc	Three Years	
97-51	CONVEYANCE FORMS (transfers, yellow copies)	Five Years	

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Approvals:
Chairman, Records Commission:

Janita Wright 8/12/98
Name Date

Ohio Historical Society:

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Name Date
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Auditor of State:

Name Date

Rule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-52	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 Audited	Provided audited by the Auditor of State and the Audit report is released.
97-53	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	has been 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.
97-54	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	

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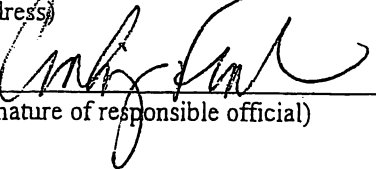
Auditor of State:

Name Date

(6) Record title and description	(7) Retention period	(8) For use by approving agencies
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.
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 have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
PERSONAL PROPERTY PENALTY INTEREST REPORT: Shows account number, name, stub, year, penalty, unpaid interest balance, new interest, new balance (ORC 5719.03 and 7519.041)	Three years after Audit	

OHIO HISTORICAL SOCIETY
AUG 17 1998
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GOVERNMENT RECORDS

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

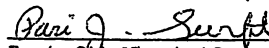
TO: Ashland County Records Commission 419 282 4242 Telephone Number
142 W Second St Ashland Oh 44805 Ashland
 (address) (city) (zip code) (county)
 (2)  Cindy Funk Ashland County Treasurer 9/20/07
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 10-01-07 as reflected by the minutes kept by this commission.


Chairman, Records Commission:

 10-01-07
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

 10/16/2007
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

 12-17-07
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
97-59	E-mail	until no longer useful	electronic	
8/98				