

# THE OHIO RECORDERS' ASSOCIATION

The Ohio Recorders' Association was founded in 1927 and remains a vital organization to the present day. Membership is comprised of representatives from eighty-eight Ohio counties and their deputy recorders.

The objective of the Ohio Recorders' Association is to educate its members so the Recorders and their employees may better serve the citizens of their counties. To this end, the association sponsors continuing education seminars on topics such as current legislation, office procedures, personnel management and constituent issues.

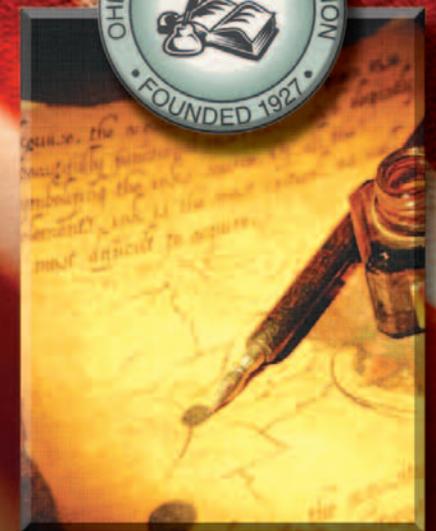
The association encourages the development of legislation to enhance the work and efficiency of Recorders' offices and to respond to modern technological changes. Association meetings provide the opportunity for Recorders to exchange ideas, review statewide recording procedures, and promote legislation in the best interest of the citizens of Ohio.



## The **COUNTY** **RECORDERS** of Ohio

*process numerous documents pertaining to land transactions every year. Recorders' offices throughout the state recorded approximately 585,060 deeds and 1,113,647 mortgages in 2004 and collected approximately \$79,382,685 in fees which were paid into the general funds of the counties. In addition, approximately \$77,469,798 was collected for the Ohio Housing Trust Fund and the general fund of the state of Ohio.*

# OHIO'S COUNTY RECORDERS



*Working for You!*



## OHIO'S COUNTY RECORDERS

***In Ohio it is the County Recorder*** who has the important and indispensable task of keeping the vital records pertaining to ownership in real estate (land) and to all encumbrances or liens upon it. Without the work of the County Recorder in recording, safekeeping and organizing all documents in a competent and logical manner, it would be nearly impossible to purchase land and be assured of a clear title or to lend money with land as security.

***The Practice of Recording*** real estate documents is based on law in England which traveled to the New World with the colonists. Public land registrars were appointed in colonial America to keep accurate records. A system of registration was necessary to prove the rights of persons who first made claims to property.

***In 1787 the Northwest Territory*** was formed, encompassing all lands north and west of the Ohio River. A Recorder's office was established in each county. Ohio became a state in 1803 and although the state constitution did not provide for a Recorder's office, the first state legislature mandated that a Recorder be appointed in each county by the Judges of the Court of Common Pleas. In 1829 the Recorders office became an elective position and in 1936 the term was established at four years.

***Today the County Recorder keeps and maintains*** accurate land records that are current, legible and easily accessible. An important aspect of the Recorder's work is to index each document so it may be readily located. Accurate indexing makes it possible for persons searching land records to find the documents necessary to establish a "chain of title" (history of ownership) and ensures that any debts or encumbrances against the property are evident. These invaluable records are utilized by the general public, attorneys, historians, genealogist, and land title examiners.

In some counties, certain property is registered under the Torrens Act. This "registered land" has boundaries certified to be correct; title is guaranteed by a state insurance fund. Torrenized land records are the responsibility of the County Recorder.



## Documents Filed or Recorded in the Recorder's Office...

### Deeds

Warranty Deeds  
Quit Claim Deeds

Survivorship Deeds  
Sheriff's Deeds

### Mortgages

Mortgage Releases  
Assumptions  
Encumbrances

Assignments  
Subordinations  
Waivers of Priority

### Certificates of Transfer

Affidavits - Easements- Leases

### Certificate of Title to Registered Land

(Torrens Land)

### Land Contracts

### Plats

(Drawings showing location of lots and boundaries, usually of subdivided land.)

### Condominiums

(Drawings of property where there is individual ownership of portions of a building and joint ownership of common elements.)

### Partnerships - Power of Attorneys

Trusts - Miscellaneous Records

### Zoning Resolutions, Maps & Amendments

### Annexations - Petitions

State Centerline Surveys  
Street Name Changes  
Vacating of Streets and Alleys

### Military Service Discharges

### Financing Statements - Real Estate Only

(Filed under provisions in the Uniform Commercial Code)

### Corporate Mergers

Name Changes, Cancellations

### Bills of Sale

### Liens

Mechanic's Liens and Notices of Commencement  
Recognizance Bond Liens  
Corrupt Activity and Medicaid Fraud Liens  
Unemployment Compensation Liens  
Workers' Compensation Liens and Personal Tax Liens  
Federal Tax Liens and Child Support Liens



## WORKING FOR YOU !

### Your County Recorder:

makes a complete, accurate and permanent record of every document pertaining to the conveyance and encumbrance of land within the county.

maintains permanent land records, retains them in archival form, and makes them constantly accessible to the public.

enforces more than 1000 sections of the state law in the Ohio Revised Code pertaining to the duties of the Recorder's office.

takes great care to ensure that every document received is accurately filed, recorded and indexed.

serves on the county's RECORD COMMISSION which authorizes the retention of county records and determines when or how these government records may be disposed.

serves on the county's AUTOMATIC DATA PROCESSING BOARD\* to authorize any purchase, lease or contract for data processing equipment for county offices.

serves as secretary and chief administrator of the county's MICROFILMING BOARD\* to authorize any purchase, lease or contract for microfilming equipment in the county offices and to oversee the operation of the county's microfilming center and services.

collects fees for documents filed in the Recorder's office and pays these monies into the county's general fund.

maintains an accurate record of all monies appropriated to the Recorder's office for its operation.

performs all accounting functions necessary to the operation of the Recorder's office including preparation of annual budgets and reports, vouchers, purchase orders, etc., and maintains all payroll records, sick and vacation leave records and other records pertaining to the Recorder's staff.

files annually an ethics report, inventory of office equipment, affirmative action report, depository agreements for funds and every other report as required by law.

notifies boards of county commissioners and township trustees annually of their duty to file zoning resolutions, maps and amendments.

\*Optional boards established by the County Commissioners in accordance with state law.