

THE OHIO RECORDERS' ASSOCIATION

The Ohio Recorders' Association, established in 1927, remains a cornerstone organization dedicated to serving Ohioans. Its membership consists of recorders from all eighty-eight counties, including their deputy recorders.

Driven by a core objective, the Ohio Recorders' Association is committed to empowering its members with the knowledge and resources necessary for effectively serving their respective counties' citizens. To fulfill this mission, the association hosts a variety of continuing education seminars, covering pertinent topics such as current legislation, office protocols, personnel management, and constituent engagement.

Embracing innovation and progress, the association actively advocates for legislative measures aimed at optimizing the functionality and efficiency of Recorders' offices, adapting to the evolving technological landscape. Regular association meetings serve as forums for Recorders to exchange insights, collaborate on statewide recording procedures, and champion legislative initiatives in the best interests of Ohio's citizens.

Fund Collections

In June 2003, state legislators enacted a law that increased recording fees. The additional revenue generated is allocated to support the Ohio Housing Trust Fund (OHTF) in funding various projects across the state. The OHTF is the primary source of state funding for homelessness and affordable housing services. Each year, the OHTF provides approximately \$65 million across all 88 Ohio counties to support initiatives such as homeless shelters, supportive housing programs, home repair and accessibility improvements for low-income homeowners, and the development and rehabilitation of rental housing.

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**OHIO
RECORDERS'
ASSOCIATION**

Founded in 1927

**OHIO'S
COUNTY
RECORDERS**

Working for You!

www.ohiorecorders.com



OHIO'S COUNTY RECORDERS

In Ohio, the County Recorder diligently maintains a comprehensive, precise, and permanent record of all documents related to the transfer and encumbrance of land within the county. With the responsibility for enforcing over 1000 sections of the Ohio Revised Code, the recorder ensures meticulous filing, recording, and indexing of every document received.

The Practice of Recording real estate documents traces its roots back to English law, which was brought to the New World by the early colonists. In colonial America, public land registrars were appointed to uphold accurate records.

In 1787, the Northwest Territory was established, covering all lands north and west of the Ohio River. Recorder's offices were set up in each county within the territory. When Ohio achieved statehood in 1803, the state constitution did not explicitly include provisions for a Recorder's office. However, the first state legislature required the Judges of the Court of Common Pleas to appoint a Recorder for each county. By 1829, the position of Recorder became an elected role, and in 1936, the term length was set at four years.

Today, the County Recorder keeps and maintains accurate, up-to-date, and easily accessible land records. Each document is carefully indexed to facilitate swift retrieval, enabling individuals to establish a clear "chain of title" and identify any outstanding debts or encumbrances on the property. These invaluable records serve a diverse array of users, including the general public, legal professionals, historians, genealogists, and land title examiners.

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

Deeds

Warranty Deeds	Sheriff's Deeds
Quit Claim Deeds	Transfer on Death Affidavits
Survivorship Deeds	

Mortgages

Mortgage Releases	Assignments
Assumptions	Subordinations
Encumbrances	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.)

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, scanned and indexed.
- Serves on the county's Records Commission which authorizes the retention of county records and determines when or how these government records may be disposed.
- Serves as a member of the Transition Supervisory Board for Village Dissolutions.
- 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 Microfilm Board* to authorize any purchase, lease, or contract for the use of any microfilming or other image processing equipment, software, or services.
- Collects fees for documents filed in the Recorder's Office and pays these monies into the county's general fund and Ohio Housing Trust 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.

