

Responsibilities of 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 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.
- 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.

Note: Online records date back to 1987. Federal Tax Liens and UCC's are not included from 1987 through 1999. To obtain information on those records, or to obtain a copy of any recorded document, please contact the Erie County Recorder's Office.