

**LORAIN COUNTY RECORDS COMMISSION**  
226 Middle Avenue, Elyria, Ohio 44035  
440-329-5103 / 440-323-3357 fax  
[tupton@loraincounty.us](mailto:tupton@loraincounty.us)

**DEPARTMENT CONTACT, DESIGNEE AND POLICY**

This form will be updated annually and as needed for all county offices and will be kept on file in the office of the Records Commission. If your department has additional contacts you would like to include just submit additional forms.

**Department:** [Lorain County Auditor](#) **Division:** [Real Estate & Finance](#)

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**Address:** [226 Middle Ave., Room 200](#) **City:** [Elyria](#) **Zip Code:** [44035](#)

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**Elected Official (s):**  
**And/or Director, etc. who will sign and verify forms**

**Name:** [J. Craig Snodgrass](#) **Title:** [Auditor](#)

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**Designee:** **Title:**  
(for elected official(s)/dept): [Heidi Morey](#) [Administrative Assistant](#)

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**Phone:** [440-329-5170](#) **Email:** [heidi.morey@lcauditor.com](mailto:heidi.morey@lcauditor.com)

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**Alternate Designee:** **Title:**  
(for elected official(s)/dept): [Tim Cochey](#) [Assistant Chief Deputy  
of Real Estate](#)

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**Phone:** [440-329-5226](#) **Email:** [tim.cochey@lcauditor.com](mailto:tim.cochey@lcauditor.com)

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**Contact Person:** [Madelyn Torres](#) **Title:** [Licensing Supervisor](#)  
(responsible for filling out forms for elected official(s)/dept. and person to call relating to records)

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**Phone:** [440-329-5289](#) **Email:** [madelyn.torres@lcauditor.com](mailto:madelyn.torres@lcauditor.com)

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**Contact Person:** [Heidi Morey](#) **Title:** [Administrative Assistant](#)  
(responsible for filling out forms for elected official(s)/dept. and person to call relating to records)

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**Phone:** [440-329-5170](#) **Email:** [heidi.morey@lcauditor.com](mailto:heidi.morey@lcauditor.com)

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**Authorized person(s) to pull and/or pick up records at the Records Center:** \_\_\_\_\_

[Madi Torres, Heidi Morey, Tim Cochey, Marty Rowe & Jason Kelleher](#)

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**Policy Displayed:**  
**Location** [Website, Office Monitors](#)

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**Date:** [4/23/26](#)

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