

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: TRUMBULL COUNTY RECORDS COMMISSION,
160 HIGH STREET, N.W., WARREN, OHIO 44481

Tel. No.: (330) 675-2374
TRUMBULL COUNTY

(2) FROM: TRUMBULL COUNTY BROOKFIELD COURT

(Signature of Responsible Official) (Title) (Date)

(3) Subject to selection upon receipt of a Certificate of Records Disposal:
(Pursuant to Supreme Court Rule 26.05) _____ For the Ohio Historical Society Date

Retention periods set by Rules of Superintendences. OHS does not need to renew this.

(4) SCHEDULE NUMBER	(5) RECORD TITLE & DESCRIPTION	(6) RETENTION PERIOD	FOR USE BY APPROVING AGENCY
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99-1 ACTING JUDGE ENTRIES DUPLICATE

99-2 ANNUAL REPORTS TO AUDITOR
**SUP RULE 26.01(B) OR 26.05(D)(1)

99-3 CASE FILES - CIVIL
*****SUP. RULE 26.05 (G)(1) - states retain 2 years after the
issuance of an audit report by the Auditor of State

99-4 CASE FILE - CRIMINAL
*****SUP. RULE 26.05 (G) (3) third and fourth degree
misdemeanor criminal cases retain for 5 years after date of order or
1 year after the issuance of audit report by Auditor of State.,
whichever is later.
*****SUP. RULE 26.05 (G) (4) minor misdemeanor shall be
retained for 2 years after the final order or 1 year after the issuance
of an audit report by the Auditor of State., whichever is later.

99-5 CASE FILES - SMALL CLAIMS
*****SUP RULE 26.05(G)(1) states retain 2 years after the issuance
of an audit report by the Auditor of State.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
 (POLITICAL SUBDIVISION NAME) (UNIT)

(4) SCHEDULE NUMBER	(5) RECORD TITLE & DESCRIPTION	(6) RETENTION PERIOD	(9) FOR USE BY APPROVING AGENCIES
99-6	CASE FILES TRAFFIC (ORC 4507.021 & 4513.37) ***SUP RULE 26.05(G)(2) DUI CASES 7 years SUP RULE 26.05(G)(3) third and fourth degree misdemeanor traffic files retain 5 years or 1 year after audited, which ever is later. SUP RULE 26.05(G)(4) minor misdemeanor traffic 2 years after final order or 1 year after audited, whichever is later.		
99-7	CIVIL DOCKET (ORC1907.20) **SUP. RULE 26.05 (E) RETAIN FOR 25 YEARS		
99-8	CRIMINAL DOCKET (ORC 1907.20) **SUP. RULE 26.05 (E) RETAIN FOR 25 YEARS		
99-9	DL6 REPORTS DUPLICATES **SUP. RUL 26.05		
99-10	DOG VIOLATION CASE FILES (ORC 955.99) **SUP RULE 26.05(G) (1) 2 years after audited	? CIVIL OR CRIMINAL CASE??	
99-11	DOG VIOLATION DOCKETS (ORC 955.99) **SUP RULE 26.05 (E) - 25 years		
99-12	ESCROW DOCKETS **SUP RULE 26.05 (E) 25 YEARS **SUP RULE 26.05(D) (3) 5 YEARS AFTER LAST DATE OF DEPOSIT ****SUPREME COURT RULE 26.05 (E) STATES RETAIN DOCKETS, INDEXES, JOURNAL FOR 25 YEARS		
99-13	EXECUTION DOCKETS (ORC 2303.12)		
99-14	INDEX TO CIVIL DOCKETS (Index to Civil Docket Direct, Index to Civil Docket Reverse, ORC 1907.20, 1907.21)		
99-15	INDEX TO CRIMINAL DOCKETS (ORC 1907.20, 1907.21)		
99-16	INDEX TO SMALL CLAIMS DOCKETS (DIRECT AND REVERSE, ORC 1907.20, 1907.21)		
99-17	INDEX TO TRAFFIC DOCKETS (ORC 1907.20, 1907.21)		
99-18	JOURNALS (Minutes; Order Book 1907.20(B))		
99-19	JUDGMENT DOCKETS		

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FROM: _____
 (POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
99-20	LOG SHEETS	?	
99-21	MONTHLY RECAPITUALIONS OF CASES **SUP RULE 26.01 (K) Fiscal records 3 years after audited		
99-22	MONTHLY REPORTS TO AUDITOR WITH RECEIPTS		
99-23	OPEN LIST ITEMS		
99-24	PARK VIOLATION CASE FILES (ORC 1545.09) **SUP RULE 26.05(G) (1) 2 YEARS AFTER AUDITED		
99-25	PARK VIOLATION DOCKETS (ORC 1545.09) ****SUPREME COURT RULE 26.05 (E) STATES RETAIN DOCKETS, INDEXES, JOURNAL FOR 25 YEARS		
99-26	RECEIPTS AND DISBURSEMENTS (CASH BOOK, ORC 1907.20) **SUP RULE 26.01 (K) Fiscal records 3 years after audited		
99-27	SMALL CLAIMS DOCKETS (ORC 1907.20) ****SUPREME COURT RULE 26.05 (E) STATES RETAIN DOCKETS, INDEXES, JOURNAL FOR 25 YEARS		
99-28	SUPREME COURT REPORTS		
99-29	TOTAL CASE STATISTICS		
99-30	TRAFFIC DOCKETS (ORC 1907.20) ****SUPREME COURT RULE 26.05 (E) STATES RETAIN DOCKETS, INDEXES, JOURNAL FOR 25 YEARS		
99-31	WEEKLY REPORTS OF FINES REPORTED UNDER OHIO STATE PATROL(OSP) ACT		
99-32	WITNESS AND JUROR PAY STUBS		

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FROM: _____
 (POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
	SUPREME COURT GENERAL RECORDS RETENTION SCHEDULE FOR THE ADMINISTRATIVE RECORDS OF THE COURT RULE 26.01 (A-P)	SUPREME COURT RETENTION PERIODS LIST IN RULE 26.01 (A-P)	
99-33	ADMINISTRATIVE JOURNAL	PERMANENT	
99-34	ANNUAL REPORTS	2 COPIES PERMANENTLY	
99-35	BANK RECORDS	3 YEARS AFTER AUDITED	
99-36	CASH BOOKS (expense and receipt ledgers)	3 YEARS AFTER AUDITED	
99-37	COMMUNICATION RECORDS	may be destroyed in the normal course of business when no longer of administrative value	
99-38	CORRESPONDENCE AND GENERAL OFFICE RECORDS	may be destroyed in the normal course of business when no longer of administrative value	
99-39	DRAFTS AND INFORMAL NOTES	may be destroyed in the normal course of business when no longer of administrative value	
99-40	EMPLOYMENT APPLICATIONS FOR POSTED POSITIONS.	2 YEARS	
99-41	EMPLOYEE BENEFIT AND LEAVE RECORDS (including office copies of life and medical insurance records)	3 years, or until audited	
99-42	EMPLOYEE HISTORY AND DISCIPLINE RECORDS	10 YEARS AFTER TERMINATION	
99-43	FISCAL RECORDS	3 YEARS AFTER AUDITED	
99-44	GRANT RECORDS	3 YEARS AFTER EXPIRATION	
99-45	PAYROLL RECORDS	3 YEARS AFTER AUDITED	
99-46	PUBLICATIONS	may be destroyed in the normal course of business when no longer of administrative value	
99-47	RECEIPT RECORDS	3 YEARS AFTER AUDITED	
99-48	REQUESTS FOR PROPOSALS, BIDS, AND CONTRACTS	3 YEARS AFTER EXPIRATION	
	THE ABOVE LISTED RECORDS RETENTION PERIOD ARE FROM SUPREME COURT RULL 26.01 (A - P)		