

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: **TRUMBULL COUNTY RECORDS COMMISSION,**  
**160 HIGH STREET, NW, WARREN, OHIO 44481**

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

(2) FROM: **TRUMBULL COUNTY BOARD OF MENTAL RETARDATION/DEVELOPMENTAL DISABILITY**  
**(MRDD - 169 BOARD)**

*James G. Bondhus* MR SUPERINTENDENT 1/10/02  
 (Signature of Responsible Official) (Title) (Date)

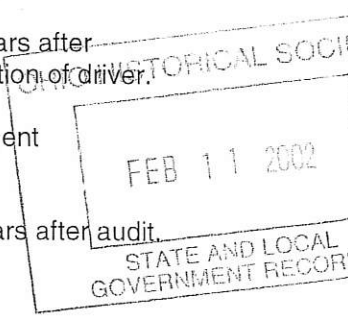
(3) CERTIFICATION: I hereby certify that our records commission met in open meeting, as required by the Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets, I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on 13 December 2001 as reflected by the minutes kept by this commission.

Chairman, Records Commission: *James Sugars* 12-13-2001  
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): *Pamela Swift* 2-11-2002  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: *Martin E. Mullen* 2-28-02  
 For the Ohio Auditor of State Date

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY Auditor of State or OHS-LGRP
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2001-1	ANNUAL CERTIFICATIONS (ORC 5127.03)	Two years after end of fiscal year.	
2001-2	ANNUAL STATEMENTS (ORC 5127.04)	Two years after end of fiscal year provided claim has been paid.	
2001-3	BUS DRIVERS' RECORDS	Two years after termination of driver.	
2001-4	CARDEX FILE OF STUDENTS	Permanent	
2001-5	CASH BOOKS	Ten years after audit.	

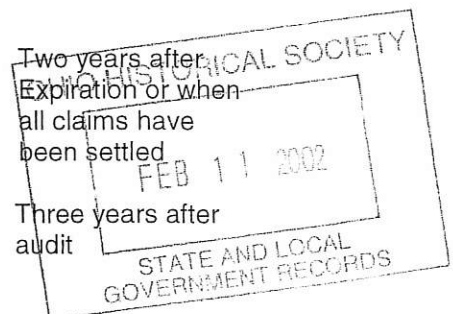
**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: TC BOARD OF MENTAL RETARDATION/DEVELOPMENTAL DISABILITY (169 BOARD)  
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
2001-6	CERTIFICATION FILES	Two years after termination	
2001-7	DAILY ATTENDANCE RECORDS: ALL LOCATIONS	One year after completion of monthly report.	
2001-8	DAILY CLASS ATTENDANCE RECORDS OF TEACHERS	One year after Completion of monthly report.	
2001-9	DAILY CLASS ATTENDANCE RECORDS OF TEACHERS	Three months after destruction of monthly report	
2001-10	DAILY PUPIL ABSENTEE REPORTS BY LOCATION	Three months after destruction of monthly reports	
2001-11	GENERAL APPLICATIONS FOR PROGRAM APPROVAL	Permanent	
2001-12	HOME TRAINING REPORTS	Two years after audit	
2001-13	INDIVIDUAL ATTENDANCE RECORDS	Consolidate with student file after audit	
2001-14	INSURANCE POLICES	Two years after Expiration or when all claims have been settled	
2001-15	INVENTORIES OF COUNTY PROPERTY	Three years after audit	

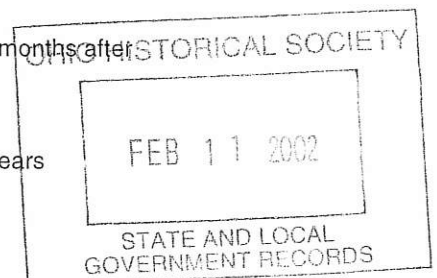
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## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: T C BOARD OF MENTAL RETARDATION/DEVELOPMENTAL DISABILITY (169 BOARD)  
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
2001-16	MEAL PROGRAM RECORDS	One year after audit	
2001-17	MINUTES (ORC5126.02)	Permanent	
2001-18	MONTHLY ATTENDANCE REPORTS: ALL LOCATIONS	Five years	
2001-19	MONTHLY ATTENDANCE REPORTS: EACH LOCATION	Five years	
2001-20	MONTHLY ATTENDANCE SHEET	Three years after audit.	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>
2001-21	OFFICE FILES	Five Years	
2001-22	PERSONNEL FILES	Permanent	
2001-23	PSYCHOLOGISTS' REPORTS (ORC 149.43)	Three years	
2001-24	PUBLICATIONS	Permanent	
2001-25	RECORD OF PROCEEDINGS/MINUTES (ORC 5126.04)	Permanent	
2001-26	REFERENCE MATERIALS	Until Superseded	
2001-27	ROSTER AND TRANSPORT CHANGES	Two years	
2001-28	SCHOOL CALENDARS	Three months after audit	
2001-29	SCHOOL DISTRICT MONTHLY REPORTS	Five years	





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(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
2001-30	SCHOOL HEALTH RECORDS	Five years after individual becomes Seventy or dies.	
2001-31	SOCIAL WORKERS' RECORDS	Ten years after last contact	
2001-32	STUDENTS' FILES	Permanent	
2001-33	TITLE XX RECORDS – SOCIAL SERVICES (ORC 5101.463(E))	Three years	
2001-34	TRAVEL EXPENSE REPORTS	Three years after audit	
2001-35	VENDORS FILES	Until Obsolete	
2001-36	VOUCHER REGISTERS	One year after audit	

**\*\*\*\*UNTIL AUDITED or PROVIDED AUDITED mean: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 of the Ohio Revised Code.**

\*\*CASH BOOKS -- see general records schedule

**\*\*\*\*THIS RETENTION SCHEDULE WILL SUPERCEDE ALL PREVIOUSLY APPROVED SCHEDULES.**

