

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 DOG WARDEN

[Signature]
(Signature of Responsible Official)

Dog B Kennel
(Title)

2-18-04
(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 2-10-2004 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature]
Signature

2-10-04
Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

[Signature]
For the Ohio Historical Society

5-28-04
Date

Approved by the Ohio Auditor of State:

[Signature]
For the Ohio Auditor of State

6-23-04
Date

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY Auditor of State or OHS-LGRP
2004-1	ADOPTION RECORDS	One year	
2004-2	ANNUAL REPORTS	PERMANENT	
2004-3	CRUELTY INVESTIGATIONS	PERMANENT	
2004-4	DESTRUCTION RECORDS (euthanasia records)	Two years	
2004-5	DOG LICENSE APPLICATION (dog wardens' copy) (HB701)	Two years	
2004-6	LOG BOOKS	Ten years	
2004-7	MEDICATION RECORDS	Two years	
2004-8	MINUTES (ORC 1717.05)	PERMANENT	
2004-9	QUARANTINED RECORD (Duplicated in Health Dept)	Two years	
2004-10	RECEIPTS & EXPENDITURES (office expenses)	Five year, provided audited	
2004-11	RECEIPTS FOR ANIMALS	Three years provided audited	
2004-12	RELEASE RECORDS	Two years	
2004-13	STATISTICAL REPORTS	Until incorporated in Annual Report	
2004-14	TELEPHONE LOG	Three years	
2004-15	WARNING TICKETS	One year	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION

NOTE: Microfilm and Electronic Records must be separately scheduled unless the "records" are created in these media's.


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

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

 **COMPLETED**

 **FILE COPY**

RECEIVED
7-1-2004
from OHS

 **MAILED**
5-25-2004
to OHS