

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 OFFICE OF ELDERLY AFFAIRS

[Signature] EXECUTIVE DIRECTOR NOVEMBER 10, 2004
(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 11-16-2004 as reflected by the minutes kept by this commission.

Chairman, Records Commission: *[Signature]* 11-16-2004
Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): *Pamela J. Smith* 1-7-2005
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: *Martin E. Muehlen* 1-31-05
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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2004-1a	ACCIDENT REPORTS - INCIDENT REPORTS	6 years provided no action pending.	
2004-1b	EMPLOYEE INJURY REPORTS	Place in personnel file	
2004-1c	DAMAGE TO COUNTY VEHICLE	6 years provided no action pending	
2004-2	ADVISORY COUNCIL RECORDS	6 years	
2004-3	AGENCY CASH BALANCE & APPROPRIATIONS LEDGER	6 years	
2004-4	AGENDAS (COMMISSIONERS)	6 years	

 **MAILED**

 **FILE COPY**
2-16-2005

RECEIVED
2-16-05
from OHS

COMPLETED
2-18-2005
Copy to Gary Engstrom Director

JAN 7 2005

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: ALL TRUMBULL COUNTY DEPARTMENT, OFFICES, BOARDS, COMMISSIONS AND AGENCIES
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
2004-5	ANNUAL BUDGETS	PERMANENT	
2004-6	APPLICATION FOR EMPLOYMENT	6 years	
2004-7A 2004-7B 2004-7C	AREA AGENCY ON AGING MONTHLY REPORTS/REQUESTS FOR FUNDS SAMS MONTHLY/QUARTERLY CLIENT REPORTS OASIS QUARTERLY REPORTS	6 years provided audited by auditor of state	
2004-8	ATTENDANCE REPORTS/RECORDS (SIGN IN SHEETS)	6 years	
2004-9	AUDIT REPORTS	6 years	
2004-10	BANK DEPOSIT RECEIPTS	6 years provided audited by auditor of state	
2004-11	BANK STATEMENTS	6 years provided audited by auditor of state	
2004-12	BUDGET (COUNTY DEPARTMENTAL BUDGET)	6 years	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.
2004-13	BUDGET PREPARATION DOCUMENTS (WORKING PAPERS)	6 years	
2004-14A 2004-14B	CASH JOURNALS CASH RECEIPTS AND EXPENDITURES LEDGER SHEETS	6 years provided audited by auditor of state	
2004-15A 2004-15B	CLIENT RECORDS TITLE XX CLOSED CLIENT RECORDS ENHANCED MEDICAID CLOSED CLIENT RECORDS	6 years	
2004-16	COMMISSIONER JOURNAL ENTRIES	6 years	
2004-17	CONTRACT PROPOSALS	6 years	
2004-18A 2004-18B	CONTRACTS AREA AGENCY ON AGING JOB & FAMILY SERVICES (TITLEXX/ENHANCED MEDICAID)	6 years provided audited by auditor of state	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: ALL TRUMBULL COUNTY DEPARTMENT, OFFICES, BOARDS, COMMISSIONS AND AGENCIES
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
2004-19A 2004-19B	CORRESPONDENCE INCOMING CORRESPONDENCE LOGS INCOMING/OUTGOING LETTERS/MEMOS	3 years	<i>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.</i>
2004-20A 2004-20B 2004-20C 2004-20D 2004-20E	COUNTY PRINTOUTS APPROPRIATIONS CASH BALANCE DISBURSEMENTS PAYROLL/SL/VACATION RECORDS RECEIPTS	6 years	
2004-21	DEPOSIT RECORDS	6 years provided audited by auditor of state	
2004-22A 2004-22B	DRIVERS LOGS HD DRIVER LOGS TRANSPORTATION DRIVER LOGS	6 years	
2004-23	EASTER SEAL BILLING	6 years provided audited by auditor of state	
2004-24	EQUIPMENT MAINTENANCE RECORDS	Life of the equipment	
2004-25A 2004-25B	EXPENSE RECORDS PAID INVOICES/PURCHASE ORDERS EMPLOYEE RELATED EXPENSES	6 years	
2004-26	FISCAL REPORTS	6 years	
2004-27	INSURANCE POLICIES	6 years after expiration provided all claims have been settled	
2004-28A 2004-28B 2004-28C	INTERNAL MONTHLY REPORTS PROJECT DIRECTOR'S REPORT TITLE IIIB, TITLE XX, STATE BLOCK REPORTS TRANSPORTATION WEEKLY/MONTHLY REPORTS	3 years	
2004-29A 2004-29B 2004-29C	INVENTORIES (ANNUAL OF COUNTY PROPERTY) ASSET MAINTENANCE SHEETS, SUMMARY SHEETS EQUIPMENT INVENTORIES TRANSFER/DISPOSAL OF FIXED ASSETS SHEETS	6 years	
2004-30A 2004-30B 2004-30C	JOB & FAMILY SERVICES ENHANCED MEDICAID BILLINGS MONTHLY TITLE XX/EMT ROSTERS TITLE XX BILLINGS	6 years provided audited by auditor of state	

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(POLITICAL SUBDIVISION NAME) (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
2004-31	JOB DESCRIPTIONS	Until superceded or job is abolished	
2004-32A 2004-32B	NUTRITION SITE RECORDS ATTENDANCE CHECK SHEETS DAILY/WEEKLY FORMS	6 years provided audited by auditor of state	
2004-33A 2004-33B	PASSPORT CONTRACT RECORDS CLOSED PASSPORT CLIENT FILES PASSPORT BILLINGS	6 years provided audited by auditor of state	
2004-34	PAY-IN RECEIPTS	6 years provided audited by auditor of state	
2004-35A 2004-35B	PAYROLL RECORDS PAYROLL WORKSHEETS PAYSHEETS	6 Years	<i>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.</i>
2004-36A 2004-36B 2004-36C	PERSONNEL FILES INDIVIDUAL EARNINGS SICK LEAVE/VAC RECORDS TERMINATED EMPLOYEE RECORDS	6 years	
2004-37	PERSONNEL/CLIENT SCHEDULING (REQUEST SHEETS)	6 Years	
2004-38	PROJECT INCOME RECORDS	6 Years	
2004-39A 2004-39B	PURCHASE ORDERS REQUISITIONS FOR PURCHASE ORDERS VOIDED PURCHASE ORDERS	6 years provided audited by auditor of state	
2004-40	SITE CONTRACTS	6 years provided audited by auditor of state	
2004-41	VEHICLE MAINTENANCE RECORDS	Life of Vehicle	