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3-17-2004

### 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 SANITARY ENGINEERS – WATER & SEWER ACCOUNTING

\* Thomas Holloway Trumbull County Sanitary Engineer 11/30/04  
 (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 February 10, 2004 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

J. Cuff 2-10-04  
 Signature Date

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

Paul J. Swift 2-24-04  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Muehlen 3-10-04  
 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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2004-1	BACTERIOLOGICAL ANALYSIS	5 years (EPA Guidelines).	<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>
2004-2	BENCH MARKS	Permanent.	
2004-3	CHEMICAL ANALYSIS	Ten years (EPA Guidelines).	
2004-4	COLLECTION SHEETS	Until audited	

**RECEIVED**  
2-4-2004  
from Engineer

**MAILED**  
1-28-2004  
to T. Holloway

FEB 24 2004

**RECEIVED**  
3-17-2004  
from OHS

**MAILED**  
2-20-2004  
to OHS

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(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY Auditor of State or OHS- LGRP
2004-5	CONSUMER LEDGERS	Until audited	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.
2004-6	CONTRACTS	Permanent.	
2004-7	DAMAGE CLAIMS/REIMBURSEMENTS	Two years	
2004-8	EASEMENT FILES/DEEDS	Permanent.	
2004-9	ENERGY CONSUMPTION RECORDS	3 years	
2004-10	EXCAVATIONS/RESTORATIONS	3 years	
2004-11	FINAL ASSESSMENTS	Two years after assessment is paid, provided audited.	
2004-12	FIRE HYDRANT MAINTENANCE	Permanent.	
2004-13	FLOW TESTS RESULTS	Permanent.	
2004-14	GRANT PROJECT FILES	Three years after final audit	
2004-15	GRANT PROJECT FINAL REPORT	Permanent.	
2004-16	HAZARDOUS/TOXIC WASTE RECORDS	Permanent.	
2004-17	HYDRANT USE PERMITS	Three years	
2004-18	INCINERATOR ACCOUNT FILES	Three years	
2004-19	INCINERATOR AND VEHICLE REPAIR FILES	Life of item plus three years.	
2004-20	INCINERATOR ASH HAULING REPORT	Two years (Monthly Summaries: Permanent)	
2004-21	INCINERATOR BILLER REGISTERS	Permanent.	
2004-22	INCINERATOR BLUEPRINTS AND DRAWINGS	Permanent, microfilm for security.	
2004-23	INCINERATOR DAILY CONTROL JOURNAL	Until audited	
2004-24	INCINERATOR DAILY FURNACE REPORTS	Three years	
2004-25	INCINERATOR DAILY OPERATING RECORDS	Three years.	
2004-26	INCINERATOR DAILY PAYMENT STUBS	Until audited.	
2004-27	INCINERATOR DAILY SCALE TRANSACTIONS	Until audited.	
2004-28	INCINERATOR FUEL REPORTS	Permanent.	

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2004-29	INCINERATOR MONTHLY CHARGE STATEMENTS	Until audited	
2004-30	INCINERATOR PLANT EQUIPMENT FILES	Life of equipment plus three years	
2004-31	INCINERATOR REPORTS	Five years	
2004-32	INCINERATOR SURPLUS LIST	One year.	
2004-33	INCINERATOR WEIGH/SCALE TICKETS	until audited	
2004-34	INDEX TO CONSUMERS	One year after account is closed, provided Account has been paid	
2004-35	INDEX TO LOCATION AND PROFILE BLUEPRINTS	Permanent.	
2004-36	INSPECTION REPORTS	Two years after inspection.	
2004-37	LABORATORY LOGS	Follow EPA Guidelines	
2004-38	LANDFILL REPORTS	Three years (monthly summaries, permanent	
2004-39	LANDFILL TICKETS	Two years.	
2004-40	LOCATION AND PROFILE BLUEPRINTS	Permanent	
2004-41	MAPS	Permanent.	
2004-42	METER BOOKS	Two years, provided audited.	
2004-43	ONGOING PROJECT FILES	One year after completion	<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>
2004-44	POLICIES/PROGRAMS	Permanent.	
2004-45	PUMPING STATION FILES	Permanent	
2004-46	REGULATORY AGENCY FILES	Three years.	
2004-47	SAFETY AND LOSS PREVENTION REPORTS	Three years	
2004-48	SAFETY COMMITTEE RECORDS	Three years	
2004-49	SAFETY TRAINING RECORDS	Three years.	
2004-50	SERVICE ORDERS	One year after end of fiscal year	

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(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY Auditor of State or OHS- LGRP
2004-51	SEWER AND WATER IMPROVEMENT PLANS	Retain petitions, resolutions, and cost estimates until construction is complete. Retain survey data, blueprints, reports, and tracings permanently	
2004-52	SEWER AND WATER PERMIT RECORDS	One year after date of final approval of last system.	
2004-53	SEWER AND WATER LINE FILES	Permanent.	
2004-54	SEWER TAPPERS LICENSES	Until license expires.	
2004-55	TAP RECORDS	Permanent.	
2004-56	VIOLATIONS/CORRECTION ORDERS	Five years	
2004-57	WATER USAGE REPORTS	Permanent.	
2004-58	WELLFIELD FILES	Permanent.	

**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**