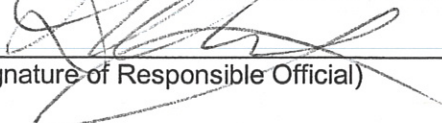



# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: **TRUMBULL COUNTY RECORDS COMMISSION,** Tel. No.: **(330) 675-2374**  
**160 HIGH STREET, N.W., WARREN, OHIO 44481** **TRUMBULL COUNTY**

(2) FROM: **TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**

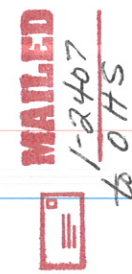
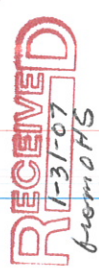

  
 (Signature of Responsible Official) IT MANAGER 4/12/06  
 (Title) (Date)

(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 6 Jun-2006 as reflected by the minutes kept by this commission.

Chairman, Records Commission:  6 Jun-2006  
 Signature **Daniel Polivka, Commissioner** Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Paige Surt 1/30/2007  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mub 2-16-07  
 For the Ohio Auditor of State Date

(5)	(6)	(7)	(8)
SCHEDULE NUMBER	RECORD TITLE & DESCRIPTION	RETENTION PERIOD	FOR USE BY Auditor of State or OHS-LGRP
<b>COMPLETED</b>	THIS SCHEDULE COVERS RECORDS THAT ARE EXCLUSIVE TO TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES. THEY ARE PROVIDED TO AUTHORIZE THE DISPOSAL OF CERTAIN CLASSES OF RECORDS, WHICH HAVE NO FURTHER VALUE TO THE AGENCY, OR THE COUNTY ONCE THEIR USEFULNESS IS TERMINATED WITHIN THE AGENCY AND THE RETENTION REQUIREMENT HAS BEEN MET. OTHER DOCUMENTS WITH NO ADMINISTRATIVE OR HISTORICAL VALUE WILL FOLLOW THE COUNTY RC-2 GENERAL RECORDS RETENTION SCHEDULE. <b>THIS SCHEDULE WILL SUPERCEDE ALL OTHER SCHEDULES FOR THE DEPARTMENT OF JOBS &amp; FAMILY SERVICES.</b>	 	
2006-1	Public Assistance Records – case files		
2006-1a	OWF (Ohio Works First)	Retain 3 calendar years from date closed excluding OP or OI cases until claim is paid or cancelled.	
2006-1b	FS (Food Stamp)		
2006-1c	DA (Disability Assistance)		
2006-1d	PRC (Prevention Retention and Contingency)	Documents in active case files destroyed after 7 years, excluding initial	

2006-1e	Child Care Records	eligibility documents and medical records.	
2006-1f	WIA (Workforce Investment Act)	Originals destroyed after document imaged and verified for completeness, accuracy and readability. Immediate	
2006-2	Social Service Records – case files	Retain 7 calendar years from date closed excluding OP or OI cases until claim is paid or cancelled.	
2006-2a	APS (Adult Protection Services)		
2006-2b	EMT (Enhanced Medicaid Transportation)		
2006-2c	Title XX.	Originals destroyed after document imaged and verified for completeness, accuracy and readability. Immediate	
2006-3	Child Care: Time Sheets, Rosters	3 years after audited by Auditor of State and audit report released and all discrepancies are resolved, then destroy.  Originals destroyed after document imaged and verified for completeness, accuracy and readability. Immediate	
2006-4	Child Care Provider Cases	Retain 3 calendar years from last payment date excluding cases under investigation, which will be retained until dispute is settled.  Originals destroyed after document imaged and verified for completeness, accuracy and readability. Immediate	
2006-5	Community planning board minutes	Permanent  Originals destroyed after document imaged and verified for completeness, accuracy and readability. Immediate (Note: these records will be backed up to microfilm after imaging)	
2006-6	Investigative Unit Case File – Terminated	Retain 5 calendar years from date closed.  Originals destroyed after document imaged and verified for completeness, accuracy and readability. Immediate	

2006-07	CSEA (Child Support Enforcement Agency)	Retain 3 calendar years from date closed excluding OP or OI cases until claim is paid or cancelled.  Documents in active case files destroyed after 7 years, excluding initial eligibility documents and medical records.  Originals destroyed after document imaged and verified for completeness, accuracy and readability. Immediate	
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