



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

For State Archives - LGRP Use Only	
OHIO HISTORICAL SOCIETY	
Date Received:	
Date Reviewed:	MAY 28 2010
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	
STATE AND LOCAL GOVERNMENT RECORDS	

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

TRUMBULL COUNTY

SHERIFF'S OFFICE

(local government entity)

(unit)

X

THOMAS ALTIERE

SHERIFF

MAY 13, 2010

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

TRUMBULL COUNTY RECORDS COMMISSION

330-675-2518

(telephone number)

118 HIGH STREET NW

WARREN

44481

TRUMBULL

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

rsvartner@co.trumbull.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

X

Paul E. Heltzel, Commissioner

MAY 13, 2010

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

6-17-10

Date

Section D: Auditor of State

Signature

6-29-10

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.





RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

TRUMBULL COUNTY

SHERIFF'S OFFICE

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
2010-CW-1	CONCEALED CARRY WEAPON APPLICATION AND PERMIT – (original maintained in computer-client receives copy at the time of issue)	Retain paper record for 60 days after scanning into system; then destroy paper copy. Retain computer records for 3 years after expiration of permit.	Computer	



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TRUMBULL COUNTY

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2010-AD-1	SPECIAL DEPUTIES' RECORDS (Includes Reserves, Mounted and Commissioned Records)	2 YEARS after expiration of commission	Paper and Computer	
	GRANT RECORDS – Federal and State	<i>See General Records Retention Schedule</i>		
	UNCLAIMED FEES RECORDS (This record is handled according to standard county accounting procedures)	<i>See Auditor and Treasurers Retention Schedules</i>		



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

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CIVIL DIVISION

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
2010-CD-1	APPRAISEMENTS	3 YEARS	Computer	
2010-CD-2	ARRAIGNMENT SHEET (copies- original returned to Clerk of Courts)	2 YEARS	Computer	
2010-CD-3	COST BILLS (copies- original returned to Clerk of Courts)	3 YEARS	Computer	
2010-CD-4	FOREIGN EXECUTIONS DOCKET (copies - original returned to Clerk of Courts)	7 YEARS	Computer	
2010-CD-5	FOREIGN FEE RECORD (copies-original returned to Clerk of Courts)	7 YEARS	Computer	
2010-CD-6	FOREIGN SUMMONS DOCKET (Foreign Writ Docket)	7 YEARS	Computer	
2010-CD-7	FOREIGN WRITS	7 YEARS	Computer	
2010-CD-8	INDEX TO ACCRUED FEES	3 YEARS	Computer	
2010-CD-9	ORDERS OF SALE DOCKET (to include Case File)	5 YEARS	Computer	
2010-CD-10	RECORDS AND RETURNS OF WRITS AND SUMMONS (copies-originals returned to Clerk of Courts)	2 YEARS	Computer	
2010-CD-11	SHERIFF'S SALE PUBLICATION RECORDS	5 YEARS	Paper	



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DETECTIVE DIVISION

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
2010-D-1	FBI/BCI INVESTIGATION REPORTS	3 YEARS	Paper and Computer form	
2010-D-2	FIELD INVESTIGATIONS	1 YEAR after investigation case closed	Paper and Computer form	
2010-D-3	FINGER PRINT RECORDS AND FILES	20 YEARS	Computer	
2010-D-4	INVESTIGATIVE CASE FILES (Work Jackets)	4 YEARS	Paper and Computer form	
2010-D-4a	CRIMINAL CASE FILES (Statue of Limitations – 7 years on most records ORC 2901.13) <i>Misdemeanors, Assaults, Stolen Vehicles, Burglary, Robbery, (Felonies-6 years; misdemeanors-2 years; minor misdemeanors-6 months)</i>	4 Years after case is closed.	Paper and Computer form	
2010-D-4b	CRIMINAL CASE FILES (Major crimes) Homicide, manslaughter, murder, missing person, sexual predator, molestation, rape	PERMANENT	Paper and Computer form	



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JAIL DIVISION

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
2010-J-1	ARREST REPORTS & RECORDS (attached to Inmate file)	See Criminal - Inmate History Files	Computer	
2010-J-2	ATTORNEY INMATE REGISTER (Attorney's Log)	2 YEARS	Computer	
2010-J-3	BOOKING SHEETS (Prisoners Inventories) (Attached to inmate files)	2 YEARS	Computer	
2010-J-4	CLERGY INMATE REGISTER (Minister's Log)	2 YEARS	Computer	
2010-J-5	COMMISSARY RECORD (all orders are place by inmate use phone)	2 YEARS	Computer	
2010-J-6	COMMITMENTS (attached to inmates file)	2 YEARS	Computer	
2010-J-7	INMATE – CRIMINAL HISTORY FILE & INDEX	PERMANENT	Computer (older files in Paper form)	
2010-J-8	JAIL CONTROL DAILY LOGS AND ACTIVITY REPORTS	3 YEARS	COMPUTER	
2010-J-9	JAIL REGISTER	25 YEARS	Computer (older records in Paper volumes)	
2010-J-10	PHOTO LOG (Mug Shots)	10 YEARS	Computer	
2010-J-11	PRISONER'S PROPERTY RECEIPTS (attached to inmates file)	2 YEARS	Computer	
2010-J-12	VISITATION LOG	1 YEAR	Computer	

ALL INMATE RELATED RECORDS ARE ATTACHED TO INMATE FILE IN COMPUTER



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MEDICAL DIVISION

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
<u>Medical Division</u>	<i>Outside contractor provides medical. Files maintained through them. Medical records not attached to Inmate files.</i>			
2010-MD-1	DAILY MEDICATION RECORD	6 YEARS	Computer	
2010-MD-2	DENTAL RECORDS/LOGS	6 YEARS	Computer	
2010-MD-3	DENTAL X-RAY FILE	6 YEARS	Computer	
2010-MD-4	HOSPITAL BILL – Inmate – (Bill/invoice is processed through Trumbull County accounting procedures per Auditors Office.)	3 YEARS after audited by Auditor of State and audit report released and all discrepancies are resolved, then destroy.	Paper and Computer	
2010-MD-5	INMATE MEDICAL RECORDS	6 YEARS	Computer	
2010-MD-6	MEDICAL SCREENING RECORD	6 YEARS	Computer	



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RECORDS DIVISION

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
<u>Records Division</u>				
2010-R-1	ACCIDENT REPORTS	2 YEARS	Paper & Computer	
2010-R-2	EXPUNGEMENT FILES	Destroy all files, records and computer references upon receipt of Expungement Order from a Court.		
2010-R-3	INCIDENT REPORTS – JAIL AND ROAD	5 YEARS	Computer	
2010-R-4	MONTHLY FBI REPORT (Uniform Crime Report, UCR)	3 YEARS	Computer	
2010-R-5	BCI – DOMESTIC VIOLENCE REPORTS	2 YEARS	Computer	



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	<p>NOTE: Microfilm and Electronic Records must be scheduled separately unless the "records" are created in these media's.</p> <p>"UNTIL AUDITED OR PROVIDED AUDITED" means: the year 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.</p> <p>THIS RETENTION SCHEDULE WILL SUPERCEDE ALL PREVIOUSLY APPROVED SCHEDULES.</p>			