



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

DEC 1 2015

STATE OF OHIO
 GOVERNMENT SERVICES

For State Archives - LGRP Use Only

Date Reviewed:

12/29/2015

Form Scanned: _____

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

(local government entity)

COMMISSIONERS OFFICE

(unit)

X Paulotto A. Godfrey
 (signature of responsible official)

COUNTY ADMINISTRATOR

(name)

(title)

11-3-15

(date)

Section B: Records Commission

TRUMBULL COUNTY RECORDS COMMISSION

330 675-2518

(Lynn Wallace-Smith)

(telephone number)

160 High ST NW

Warren

44481

Trumbull

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: rswallac@co.trumbull.oh.us

I hereby certify that on 12/10/2015 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.

Paul J. Knowlton
 Records Commission Chair Signature

Commissioners Clerk
 (name)

12/10/2015

(date)

Section C: Ohio Historical Society - State Archives

Amanda P. Brindler
 Signature

Local Government Records Archivist
 Title

12/29/15

(date)

Section D: Auditor of State

Martin E. Mue
 Signature

Records Mgr
 Title

1-20-16

(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
(local government entity)

COMMISSIONERS OFFICE

(unit)

RC-3s are required by the County of Trumbull County Records Commission regardless of an RC-3 required by OHS-LGRP. An asterisk (*) after the Retention Period on specific Record Titles means an RC-3 is not required for that Record Title by Trumbull County Records Commission.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a *legal hold* on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a *format* on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
CO-2015-01	AGENDAS -A list of items to be discussed in the Commissioners' meetings.	2 years	Paper		<input type="checkbox"/>
CO-2015-02	ANNEXATION FILES -Petition for annexation and related files to change boundary lines of townships and municipal governments.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/> <i>microfilm</i>
CO-2015-03	ANNUAL BUDGET - Annual fiscal allocation to county offices and departments.	10 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-04	ANNUAL BUDGET WORK PAPERS - Records created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	2 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-05	ANONYMOUS OR UNFOUNDED COMPLAINTS - Records of anonymous or unfounded complaints.	Retain until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
CO-2015-06	BED TAX RECORDS -Records detailing the receipt and dispersal of revenue from the county's excise tax on lodging. ORC 5739.09 (C) (1), ORC 351.021 (D)	7 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-07	BIDS (SUCCESSFUL) - Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms, and amounts, references, etc. Incorporate into contract file.	8 years after termination (ORC 2305.06) for contracts executed after 9/28/2012; 15 years after termination for contracts executed prior to 9/28/2012	Paper/ Electronic		<input type="checkbox"/>
CO-2015-08	BIDS (UNSUCCESSFUL) - Bids not awarded.	2 years After letting of the contract	Paper/ Electronic		<input type="checkbox"/>
CO-2015-09	BOARD APPOINTMENTS - Appointments to and resignations from county boards, commissions, and agencies.	10 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-10	BOND DOCUMENTS -Contains records of long-term, interest-bearing debt instruments issued to provide for a particular financial need.	IRS rule 5.70. Retain for 3 years after the last bond has been	Paper/ Electronic		<input type="checkbox"/>

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		retired; or, if applicable, until three years after the last bond of the Refunding Issue has been retired.			
CO-2015-11	BOND REGISTER- Register of all bonds issued and redeemed.	7 years after final maturity of notes or bonds.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-12	CALENDAR AND APPOINTMENT BOOKS- Records document the day to day activities of an office. This series may include, but is not limited to, staff daily schedules, daily work logs, appointment information and desk calendars.	3 months after calendar year.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-13	COMMISSIONERS' JOURNAL- Official record of various proceedings of the County Commissioners including resolutions, petitions, tax levies, road construction, other operations of the county.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-14	COMMISSIONERS' JOURNAL INDEX- Indexes by volume and page number all matters brought before the board; including a brief synopsis of the proceedings.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-15 (A)	CONTRACTS & RELATED DOCUMENTS- Includes fully executed contracts, cover memoranda, correspondence related to the contract, and any related documents.	8 years after termination (ORC 2305.06) for contracts executed after 9/28/2012; 15 years after termination for contracts executed prior to 9/28/2012	Paper/ Electronic		<input type="checkbox"/>
(B)	EXCEPTIONS- CONSTRUCTION CONTRACTS & RELATED DOCUMENTS- Buildings, sewers, bridges etc.	PERMANENT	Paper/ Electronic		<input type="checkbox"/>
CO-2015-16	COST ALLOCATION- Assignment of indirect costs between departments and agencies.	7 years	Paper/ Electronic		<input type="checkbox"/>

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CO-2015-17	COUNTY AUCTION RECORDS- Record of all property sold at auction.	3 years after audit	Paper/ Electronic		<input type="checkbox"/>
CO-2015-18	CREDIT CARD USAGE APPROVAL FORMS BY DEPARTMENT- Approval forms prepared by the Departments for credit card usage which are approved by the Board of Commissioners.	3 years after audited	Paper/ Electronic		<input type="checkbox"/>
CO-2015-19	DEEDS TO COUNTY PROPERTY		PERMANENT		<input checked="" type="checkbox"/>
CO-2015-20	DISASTER PLANS/ CONTINUITY OF OPERATIONS PLAN, BUSINESS CONTINUITY PLAN- Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Until updated or superseded.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-21	DITCH FILES- All official records and correspondence relating to ditch petitions.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-22	DOG WARDEN WEEKLY REPORTS- ORC 955.12- Weekly reports in writing, from Dog Warden to the Board of Commissioners of all dogs seized, impounded, redeemed, and destroyed; and of all claims for damage to animals inflicted by dogs.	2 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-23	FINANCIAL RECORDS- Accounts receivables and payables (copies) for Board of Commissioners.	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
CO-2015-24	FUND REPORTS- Auditor's monthly reports detailing encumbered and unencumbered amounts, and remaining balances per fund.	Until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-25	GRANT APPLICATIONS NOT FUNDED- Documents the application, evaluation, awarding.	1 (one) year	Paper/ Electronic		<input type="checkbox"/>
CO-2015-26	GRANT FILES- Documents the application, evaluation, awarding, and monitoring of grants received.	Maintain records as required by the grant. If retention is unspecified, 5 years provided all State or Federal tracking of audits has been conducted, the	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
		audit reports released, and all litigation, claims, or audit findings have been resolved.			
CO-2015-27	HAZARDOUS MATERIALS FILES- Records pertaining to hazardous materials used by the County.	30 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-28	HEALTHCARE ENROLLMENT FORMS- Records pertaining to county enrollment to healthcare.	2 years after policy becomes inactive.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-29	IMAGE FILE- Visual documentation of a person, place, or event.	Until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-30	INDUSTRIAL REVENUE BOND RECORDS	3 years after loan paid and all obligations fulfilled.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-31	INTERNSHIPS- Records of students that participate in internship programs. May include reports to interns' instructors, summaries of assignments, and evaluations.	3 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-32	INVITATIONS TO BID- Request for proposals, request for information & informal bids.	5 years in NOT incorporated into bid project files.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-33	LABOR NEGOTIATION RECORDS- Record of labor negotiations.	5 years after contract expires.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-34	LEGAL ADVERTISEMENTS- Advertisements published pursuant to the Codified Ordinances and/or Ohio Revised Code.	2 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-35	LEGAL OPINIONS- Written opinions rendered as guidance to the Board of Commissioners' by a legal advisor to the Board.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-36	LEVY CERTIFICATIONS- A resolution or ordinance from the Commissioners to the county auditor requesting that the county auditor certify to the Board the total current tax valuation of the county and the number of mills required to generate a specified amount of revenue.	Life of levy + 1 (one) year	Paper/ Electronic		<input type="checkbox"/>

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CO-2015-37	LIQUOR LICENSE FILE- DENIED	1 (one) year	Paper/ Electronic		<input type="checkbox"/>
CO-2015-38	LIQUOR LICENSE FILES GRANTED- Documents the issuance, transfer of ownership, or transfer of location of a permit to sell alcohol.	1 (one) year after final expiration, including renewals	Paper/ Electronic		<input type="checkbox"/>
CO-2015-39	LITIGATION RECORDS-Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and all appeals are exhausted.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-40	MAIL LOG- List of incoming mail.	1 (one) year	Paper/ Electronic		<input type="checkbox"/>
CO-2015-41	MEETING NOTICES- Meetings called by the Board	1 (one) year	Paper/ Electronic		<input type="checkbox"/>
CO-2015-42	MEETING MINUTES- Official copy of proceedings of regular and special meetings.				<input type="checkbox"/>
(A)	OFFICIAL COPY	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
(B)	AUDIO AND VIDEO RECORDINGS	Retain until transcribed into hard copy and approved.	Electronic		<input type="checkbox"/>
CO-2015-43	PAYROLL- Departmental copies- Documents employee attendance at work; including leave requests and timesheets. Records that document time input worksheets, base and net salary, leave balances, and withholdings of employees excluding- OPERS reports (recorded in Auditor department)	3 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-44	PERSONNEL POLICY & PROCEDURE MANUAL- Documents policies and procedures regarding employment.	5 years after revised or superseded.	Paper/ Electronic		<input type="checkbox"/>
CO-2015-45	PETITIONS- Petitions signed by the Public to Commissioners.	5 years, Appraise for historical value	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-46	PROJECT/BUILDING FILES (CONSTRUCTION PROJECT/CONTRACTS, BIDS)- Records relating to construction projects; including renovations and new structures.	PERMANENT	Paper/ Electronic		<input type="checkbox"/>

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CO-2015-47	PUBLIC RECORDS REQUEST- Request for a public record and answers.	1 (one) year	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-48	REAL ESTATE RECORDS- Records documenting the ownership of land owned by the Board of County Commissioners.	PERMANENT	Paper/ Electronic		<input type="checkbox"/>
CO-2015-49	RESOLUTIONS- Written motions considered by the Board of Commissioners officially documenting certain actions.	PERMANENT- IN COMMISSIONERS JOURNAL	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-50	ROAD AND BRIDGE FILES- All official records and correspondence relating to roads and bridges, vacations, and alleys.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
CO-2015-51	STREETS & ALLEYS VACATION RECORDS- Petition to vacate a county or township street or alley; or any portion thereof.	PERMANENT	Paper/ Electronic		<input type="checkbox"/>
CO-2015-52	SUBDIVISION FILES- Records detailing Commissioners' actions regarding the creation of county housing developments created by dividing a tract of land into individual lots for homes.	PERMANENT	Paper/ Electronic		<input type="checkbox"/>
CO-2015-53	SUBJECT FILES- Informational records from departments, agencies, boards, and public.	10 years	Paper/ Electronic		<input type="checkbox"/>
CO-2015-54	VEHICLE TITLES- A secure document issued by the Bureau of Motor Vehicles which represents Board of Commissioners' ownership of a motor vehicle.	Until superseded or vehicle sold	Paper/ Electronic		<input type="checkbox"/>