



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

OCT 23 2019

STATE AND LOCAL  
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Trumbull County MetroParks  
 (Local government entity) (unit)  
 [Signature] Zachary Svette Director 07/24/2019  
 (Signature of responsible official) (name) (title) (date)

Section B: Records Commission

TRUMBULL COUNTY RECORDS COMMISSION (330) 675-2518

Records Commission (telephone number)  
 160 HIGH ST NW WARREN, OH 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 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.

[Signature] 10/23/19  
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] Local Government Records Archivist 11/4/19  
 Signature Title Date

Section D: Auditor of State

[Signature] 11-12-19  
 Signature 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



Section E: Records Retention Schedule

TRUMBULL COUNTY METRO PARKS

(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	(6) RC-3 Required by OHS- LGRP
2016-01	<b>Appraisals</b> - Records of professional opinions regarding the value of real property.	Retain for as long as the property in question is held by the Park system.	Electronic/ Paper		<input type="checkbox"/>
2016-02	<b>Boundary Surveys</b> - Performed to recover lines of existing parcels of land according to valid legal descriptions or to create a new boundary line	Retain for as long as the property in question is held by the Park system.	Electronic/ Paper		<input type="checkbox"/>
2016-03	<b>Branded Product Files</b> - Includes marketing documents, insurance certificates, proposal analysis and correspondence, copies of Board action and agreement	8 years after contract expiration provided no action pending	Electronic/ Paper		<input type="checkbox"/>
2016-04	<b>Concession Files</b> - May include RFP, copies of contracts, insurance certificates, food license, liquor license etc.	8 years after contract expires	Electronic/ Paper		<input type="checkbox"/>
2016-05	<b>Emergency Planning &amp; Right to Know</b> (SARA Title III)- Local emergency preparedness programs to respond to chemical releases	Until superseded	Electronic/ Paper		<input type="checkbox"/>
2016-06	<b>Image/Photo Release Forms</b> - A legal release signed by the subject of a photograph/image granting permission to publish the photograph/image in one form or another	5 years	Electronic/ Paper		<input type="checkbox"/>
2016-07	<b>Facilities Use Records</b> - Documents use of park facilities by outside organizations and individuals	2 years	Electronic/ Paper		<input type="checkbox"/>
2016-08	<b>Facilities Leases</b> - A contract by which the agency conveys use of property to outside organizations and individuals for a specified time in return for a periodic payment.	8 years after expiration	Electronic/ Paper		<input type="checkbox"/>
2016-09	<b>Legal Opinions</b> - Written statements by legal experts as to the legality of an action, condition, or intent.	10 years provided no action pending	Electronic/ Paper		<input type="checkbox"/>
2016-10	<b>Maintenance Files</b> - Documents actions taken to keep land, buildings, vehicles and equipment in usable condition	Retain until disposed or sold	Electronic/ Paper		<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
2016-11	<b>Management Plan-</b> A formally approved strategy for the long-term maintenance of a recreational site.	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
2016-12	<b>Permits</b> (events or services vendor, liquor, health)- Official document giving someone authorization to do something.	3 years	Electronic/ Paper		<input type="checkbox"/>
2016-13	<b>Pesticide Records/License-</b> Documents the use of pesticides and licenses held allowing their use.	Permanent	Electronic/ Paper		<input type="checkbox"/>
2016-14	<b>Reports-</b> Including but not limited to cultural, archaeological, engineering, environmental, geotechnical	Until superseded, appraise for historical value	Electronic/ Paper		<input checked="" type="checkbox"/>
2016-15	<b>Volunteer Files/Applicants</b> - Accepted active, inactive, and archived. Includes applications, orientation verification, fingerprint results, drug screen results, driver's record check, hours, community service hours.	10 years after volunteer leaves service	Electronic/ Paper		<input type="checkbox"/>
2016-16	<b>Volunteer Administrative Files-</b> Training materials, manuals, handbooks	2 years	Electronic/ Paper		<input type="checkbox"/>
2016-17	<b>Wetland Mitigation-</b> Documents actions taken to avoid, minimize, or deter the need to adversely affect existing wetlands and similar habitats	Retain for as long as the property in question is held by the Park system.	Electronic/ Paper		<input type="checkbox"/>
	<b>DEVELOPMENT/PROGRAMING</b>		Electronic/ Paper		<input type="checkbox"/>
2016-18	<b>Activities and Events-</b> Educational and Recreation Program Files including applications & correspondence. Records of specific events	3 years	Electronic/ Paper		<input type="checkbox"/>
2016-19	<b>Easements-</b> Records of property access rights maintained by the Park system	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
2016-20	<b>Fundraising database-</b> donor/donation history, contact records, event details	Continually updated	Electronic/ Paper		<input type="checkbox"/>
2016-21	<b>Horticulture/Management-</b> collections policy, Invasive Plant Management Plan, Plant/Tree lists, maps for specialty gardens, brochures.	Until no longer of administrative value	Electronic/ Paper		<input type="checkbox"/>
2016-22	<b>Land files-</b> Includes purchase agreements, agreement of gift, copy of deeds, easements, leases, environmental audit reports, title insurance policy, abstracts, surveys, maps, drawings, correspondence	Permanent	Electronic/ Paper		<input checked="" 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
2016-23	<b>Natural Resource Files-</b> Includes initiatives, plans, native tree nursery information, prairie restoration data, proscribed burn information, raptor survey data, waterfowl count, deer, geese, and fish information	Permanent	Electronic/ Paper		<input checked="" type="checkbox"/>
2016-24	<b>Project files-</b> Including bid/RFP specifications manual, schedules, contractor/professional services agreement	8 years after contract expiration	Electronic/ Paper		<input type="checkbox"/>
2016-25	<b>Safety Files-</b> manuals, training items, unscheduled site visit reports, audits, attendance, and other records	10 years provided no action pending	Electronic/ Paper		<input type="checkbox"/>
2016-26	<b>Solicitations-</b> Documents relating to event sponsorships and program support, appeal letters, campaign schedules, timelines and prospect lists	5 years	Electronic/ Paper		<input type="checkbox"/>
	<b>RANGERS/LAW ENFORCEMENT</b>				<input type="checkbox"/>
2016-27	<b>Complaints/General-</b> An allegation of misconduct reported to the park system concerning activities within the park.	2 years provided no action pending	Electronic/ Paper		<input type="checkbox"/>
2016-28	<b>Complaints/Personnel-</b> An allegation of misconduct reported to the park system concerning actions of park personnel.	5 years unless claim pending: permanent on founded complaints — merge with personnel file	Electronic/ Paper		<input type="checkbox"/>
2016-29	<b>Criminal Case Files/Felony -</b> Officer reports, court documents, witness statements.	10 years provided no action pending	Electronic/ Paper		<input type="checkbox"/>
2016-30	<b>Criminal Case Files/Homicide-</b> officer reports, court documents, witness statements, investigation notes.	Permanent			<input checked="" type="checkbox"/>
2016-31	<b>Criminal Case Files/Misdemeanors-</b> officer reports, court documents, witness statements.	5 years provided no action pending	Electronic/ Paper		<input type="checkbox"/>
2016-32	<b>Evidence-</b> Material collected in the investigation of a possible crime	Retain until case adjudicated- then dispose except for homicide	Electronic/ Paper		<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
		evidence which shall be			
2016-33	<b>Evidence Log</b> -Records used to track the care, custody and control of property and evidence coming into department possession documenting receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others.	Permanent	Electronic/ Paper		<input type="checkbox"/>
2016-34	<b>Junk Vehicle Records</b> - Pertaining to a vehicle that meets the definition of "abandoned junk motor vehicle" under ORC 4513.63.	Until discharged, file with case	Electronic/ Paper		<input type="checkbox"/>
2016-35	<b>Ranger Daily Reports</b> - Documents daily activities of park rangers	2 years provided no action pending	Electronic/ Paper		<input type="checkbox"/>
2016-36	<b>Subpoenas, Warrants, Summons</b> - Records of writs ordering a court appearance or documents issued authorizing an action relating to the administration of justice.	Until discharged	Electronic/ Paper		<input type="checkbox"/>
2016-37	<b>Traffic Citations</b> - Agency copies of motor vehicle violations	3 years	Electronic/ Paper		<input type="checkbox"/>
2016-38	<b>ANNUAL INVENTORY- ORC 305-18</b> Departmental inventory of all materials, machinery, tools, office furniture, and other county property under the jurisdiction of each officer or department	3 Years	Electronic/ Paper		<input type="checkbox"/>
2016-39	<b>CORRESPONDENCE</b> - Messages sent and received by any media including letters, memos, faxes, email messages, misc. communications:  (A) Transient- Communications which convey information of temporary importance in lieu of oral communications, i.e. drafts, meeting notices, referral letters, request for routine information, or publications provided to the public agency.  (B) GENERAL- Request for information pertaining to interpretations and other miscellaneous inquiries; informative- does not attempt to influence policy. Includes copies of outgoing correspondence maintained for reference purposes.	Retain according to content, ensure metadata retained.  Until no longer of administrative value.  1 year  3 years- if content requires longer retention appraise for	Electronic/ Paper		<input type="checkbox"/>



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	(C) SUBSTANTIVE EXECUTIVE  Correspondence of the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning policies, procedures, program, fiscal, and personnel matters.	historical value			<input checked="" type="checkbox"/> <i>(substantive)</i>
2016-40	<b>FINANCIAL RECORDS</b>  Records pertaining to financial transaction including accounts payables, accounts receivables, bank statements, pay ins, pay ins to treasury, purchase orders, requisitions, invoices, warrants, bill backs, bill schedules, listing of warrants paid, detail reports; cash and account books, receipts, cancelled checks, vouchers, appropriation adjustments, transfers, encumbered and unencumbered amounts, remaining balances, monthly expenditures, statements, petty cash, ETC	3 years provided audited	Paper/ Electronic	<p>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.</p>	<input type="checkbox"/>
2016-41	<b>GRANT APPLICATIONS NOT FUNDED</b>	1 year	Paper/ Electronic		<input type="checkbox"/>
2016-42	<b>GRANT FILES</b> Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain as required by grant written. If unspecified, 5 years provided audited.	Paper/ Electronic		<input type="checkbox"/>
2016-43	<b>PRESS / NEWS RELEASES</b>	Until no longer of administrative value/ appraise for historical value	Paper/Ele ctronic		<input checked="" type="checkbox"/>





**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

**Section A: Local Government Unit**

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

**Section B: Records Commission**

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

**Section C: Ohio Historical Society – State Archives**

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

**Section D: Auditor of State**

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

**Section E: Records Retention Schedule**

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit)
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

**GENERAL INSTRUCTIONS:**

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) OR The Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Archivist  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.