



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


NOV 18 2020

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** (To complete this form online, use "tab" key to jump from box to box.)

ALL Trumbull County Agencies/Boards/Departments/Offices (Local Government Entity)	<b>Trumbull County General Retention Schedule</b> (Unit)		
	Lynn Wallace-Smith (Name)	Records Manager (Title)	10/29/2020 (Date)

**Section B: Records Commission**

Trumbull County Records Commission (Records Commission)	330.675.2518 (Telephone Number)		
160 High ST (Address)	Warren (City)	44481 (Zip Code)	Trumbull (County)

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

rswallac@co.trumbull.oh.us

This General Retention Schedule applies to all county departments and agencies under the jurisdiction of the Trumbull County Records Commission. It neither modifies nor supersedes any specific departmental or agency schedule already approved by this commission.

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.

  
 Records Commission Chair Signature

11/18/20  
 Date

**Section C: Ohio History Connection – State Archives**

	Local Government Records Archivist	12/1/2020
Signature	Title	Date

**Section D: Auditor of State**

Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY DEPARTMENT SPECIFIC SCHEDULE APPROVED BY THE COUNTY RECORDS COMMISSION AND DOES NOT SUPERSEDE RULE 26 IN THE RULES OF SUPERINTENDENCE



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

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: \_\_\_\_\_

*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*

This **County General Retention Schedule** covers records commonly found in county offices and departments. The General Schedule may not address every record that a particular office may have in its possession. The General Schedule does not mandate that any of the records listed on the schedule be created. However, if the records are created in the normal course of business, the schedule establishes a retention period. The retention periods specified herein are either required by statute or have been determined by best practice. Records may not be disposed of until all audits are released and audit discrepancies have been settled. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request.

**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

Any record created by an office or department not listed on the General Schedule must be listed on a **Department Specific Schedule**. The Department Specific Schedule addresses records that are unique to that office or department. Department Specific Schedules always supersede the General Schedule. Department Specific Schedules only address records of the office or department named on the schedule, and may not be used by another office or department.

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY DEPARTMENT SPECIFIC SCHEDULE APPROVED BY THE COUNTY RECORDS COMMISSION AND DOES NOT SUPERCEDE RULE 26 IN THE RULES OF SUPERINTENDENCE





## RECORDS RETENTION SCHEDULE (RC-2) – Part 2

### Section E: Records Retention Schedule

Trumbull County  
 (Local Government Entity)

County General Retention Schedule (GRS)  
 (Unit)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-1	<b>Accident Reports/Files</b> Report of personal injury or property damage involving a county vehicle or occurring on county property.  (Transfer reports of Blood Borne Pathogen/Hazardous Material Exposure/ Workers Compensation Claims to Human Resources)	6 years, provided no action pending. Maintain one copy of employee injury report in personnel file	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-2	<b>Accrual/Usage Reports</b> Report of vacation, sick, compensatory, and personal time balance by employee.  (Departmental copy, original held by Auditor's Office.)	1 Year  (Departmental copy, original held by Auditor's Office.)	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-3	<b>Agendas of Board/Executive Meetings</b> A list of items to be discussed and/or acted upon during a regular or special meeting.	2 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-4	<b>Annual Reports</b> Report containing substantive information of operations, policies, procedures, and planning.	Until Microfilmed	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-5	<b>Applications for Employment – Unsuccessful/Not Hired</b> Application submissions for open job positions not chosen for employment, including unsolicited resumes.	1 year, after receipt	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-6	<b>Audiovisual, Public Relations &amp; Training Materials</b> Materials and resources compiled or created for presentations, public relations events, and/or training exercises.	Until superseded, obsolete, or replaced. Appraise for historical value. No RC-3 required if not of historical value	Paper and/or electronic and/or audio/video tape.		<input type="checkbox"/>	<input type="checkbox"/>
GRS-7	<b>Audit Reports (Federal, State, Internal)</b> Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies, or conducted internally per O.R.C. 117.26.	5 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-8	<b>Authorization Forms</b> Departmental copy of forms authorizing employee use of e-mail, internet, telephone, fuel cards, etc.	Place in personnel file	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-9	<b>Back-up Data</b> Computer generated backup tapes and data created, used and maintained for disaster recovery purposes	Retain for system backup cycle, then delete, erase or destroy data	Electronic and/or tape		<input type="checkbox"/>	<input type="checkbox"/>
GRS-10	<b>Badges &amp; IDs</b> Employee identification badges, keyless entry devices, and related records.	Confiscate upon termination of employment, or superseded, updated or obsolete and then destroy	Paper and/or plastic and/or electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-11	<b>Benefits Cost Summary Report</b> Report listing transfer of departmental funds for insurance expenses and a summary of insurance benefits by employee.  (Departmental copy, original held by Auditor's Office.)	1 year, provided audited*  (Departmental copy, original held by Auditor's Office.)	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>





(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-12	<b>Bids (Original – Successful)</b> 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 that require a contract. Incorporate into contract file. See O.R.C. 2305.06.	8 years after expiration of contract if signed after 9/28/2012; Contracts signed prior to 9/28/2012 15 years after expiration	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-13	<b>Bids (Original – Successful – No Contract)</b> 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. that do not require a contract. –Bids that require contract incorporate within contract file	5 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-14	<b>Bids (Unsuccessful)</b> Bids not awarded.	2 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-15	<b>Blank Forms</b> Obsolete, unneeded, unused or superseded forms.	Until obsolete or superseded.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-16	<b>Blue Prints, Vellums, Drawings, Tracings, Mylar</b> Pictorial records not listed on departmental retention schedule.	Non-historical materials retain until information is superseded, obsolete, or replaced. Appraise for historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-17	<b>Budget, Annual Departmental/Office</b> Annual fiscal allocation to department or agency  (Departmental copy, original held by Auditor’s Office.)	3 years, provided audited*  (Departmental copy, original held by Auditor’s Office.)	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-18	<b>Budget Preparation Documents</b> Preparation documents used to create annual budget.	2 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-19	<b>Bulletins, Posters, Notices, Image Files</b> Announcements and informal notices including unsolicited information related to job functions.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-20	<b>Calendars</b> Desk and appointment calendars used to keep track of scheduled meetings and events in conjunction with job functions.	3 months, after end of calendar year.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-21	<b>Cell Phone Records</b> County-issued cellular phone logs, statements, reports, etc.  (Departmental copy. Original Statements are held according to Auditor's Office Retention Schedule)	Until no longer of administrative value.  (Departmental copy, original held by Auditor's Office.)	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-22	<b>Compliance Reports</b> Standard reports required to be filed by regulatory agencies.	5 years, provided audited*	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-23	<b>Continuing Education Records</b> Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Place in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-24	<b>Contracts, Agreements &amp; Leases</b> Legal agreements with individuals, organizations, or entities to procure goods and/or services. See O.R.C. 2305.06	8 years after expiration of contract if signed on or after 09/28/2012; Contracts signed prior to 09/28/2012 kept for 15 years after the expiration of contract	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-25	<b>Cookies (Computer)</b> Small text files containing a unique ID tag placed on a user's computer by a website.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>





(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-26	<b>Copies of Records</b> Additional copies of records or images made for convenience/personal use which are no longer required and serve no useful purpose.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-27	<b>Correspondence (Transient)</b> Communication which conveys information of temporary importance in lieu of oral communication, (i.e. drafts, meeting notices, referral letters, requests for routine information or publications which are answered by standard form letter.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-28	<b>Correspondence (General)</b> This includes both internal and external correspondence; also correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative and does not attempt to influence agency policy.	1 Year	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-29	<b>Correspondence (Executive)</b> This includes correspondence of the heads of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal, and personnel matters.	5 years, and until no longer of administrative, fiscal, or legal value. Appraise for historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-30	<b>Cost Center Summary Report</b> Report listing payroll fund transfers from various department funds to the payroll rotary fund.  (Departmental copy, original held by Auditor's Office.)	1 year, provided audited*  (Departmental copy, original held by Auditor's Office.)	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-31	<b>Delinquent Tax and Assessment Collection Fund Records (O.R.C. 149.38D)</b>	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-32	<b>Departmental/Staff Meeting Records</b> This includes meeting notes/minutes; reports; working papers; agendas; and related documentation.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-33	<b>Directories/Rosters</b> Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, and schedules.	Until superseded, obsolete, or replaced.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-34	<b>Disaster Plans (Continuity of Operations Plan, Business Continuity Plan)</b> Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Until Superseded.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-35	<b>Disciplinary Procedures</b> Oral or written reprimands	1 year, if no other action is taken	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-36	<b>Disciplinary Procedures</b> Action beyond oral or written reprimand	2 years, if no other action is taken	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-37	<b>Dispatcher Telephone Calls/Audio Recordings</b>	30 days, erase and reuse provided no action is pending	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-38	<b>Drafts/Transient Records</b> Preliminary working documents which serve to convey information of temporary importance.	Until no longer of administrative value	Paper, Electronic and/or Audiovisual		<input type="checkbox"/>	<input type="checkbox"/>
GRS-39	<b>Email-Electronic Mail – RETAIN ACCORDING TO CONTENT</b> Record sent, received, and/or drafted using electronic mail systems. In general- the sender hold the record copy. Electronic mail should be retained electronically rather than paper as conversion to paper may cause loss of attached metadata.	Retain according to content utilizing the records series adopted within this schedule; ensure the metadata is retained.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>





(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-40	<b>Equipment Maintenance Records</b> Files documenting ownership, warranties, routine maintenance, repair of county owned equipment.	Life of equipment or until removed from inventory.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-41	<b>Evaluations</b> Records used to measure employee work performance.	Place in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-42	<b>Fax Documentation</b> Fax machine generate cover sheets, confirmation notices, and buffer sheets.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-43	<b>Fax Messages</b> Communications sent and received using a fax machine.	Treat as correspondence and cite those schedule numbers when submitting RC-3, if required.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-44	<b>Financial Records &amp; Reports</b> Records and reports pertaining to departmental financial transactions including but not limited to: Account Receipts Reports, Adjustment of Expense Records, Appropriation Adjustments, Bank Deposit Receipts, Bank Statements, Cancelled Checks, Cash Books & Journals, Charity Campaign Records, Check Registers, Commute Summary Report, Expense Records, Invoices, Ledgers, Monthly Expenditures Report, Pay-Ins to Treasury Records, Payroll Vouchers, Pension/Medicare Posting, Petty Cash Records, Purchase Orders, Receipts & Receipt Books, Then and Now Records, Uniform & Meal Fringe Report, Vendor Forms, Vouchers, Warrants, etc. Department Copies only. Original documents, see Auditor Retention Schedule	If original is paper, keep until digitized. Keep for 3 years, provided audited. (Department Copy, Original maintained by County Auditor according to Auditor schedule) **If Auditor's Office maintains official copy, keep office copy until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-45	<b>FMLA Records</b> Employee Family and Medical Leave Act Records.	3 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-46	<b>Fuel Usage Records</b> Records documenting fuel used by department, agency, and/or employee.	3 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-47	<b>Grant Applications, Federal and/or State (Not Funded)</b>	1 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-48	<b>Grant Files, Federal and/or State (Funded)</b> Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by granting agency; if retention is unspecified, retain records 5 years, provided all State or Federal audits have been conducted, the audit reports released, and all litigation, claims, or audit findings have been resolved.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-49	<b>Insurance Policies &amp; Records</b> Documents listing the terms and conditions between county and insurance providers, as well as fiscal and administrative records generated in the administration of the policies. See O.R.C. 2305.10.	2 years after expiration, provided all claims settled and appeals exhausted.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-50	<b>Inventories (Annual of County Property)</b> Departmental inventory of all materials, machinery, technology, tools, and other county supplies under the jurisdiction of each county officer or department per O.R.C. 305.18.	3 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-51	<b>Investigation Files-</b> Investigation records to include internal investigations, and referrals for outside investigations.	3 years after completion of investigation or decision not to investigate	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>





(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-52	<b>Invoices (Agency Generated)</b> A bill created by an office or agency to the buyer of good and services indicating prices, quantities, and products purchased.	If original is paper, keep until digitized and becomes the official copy; no RC3 required. Keep official copy 3 years provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-53	<b>Job Descriptions</b> Documents detailing the classification, needed experience, education, physical requirements, and duties by position title.	Until superseded or classification abolished.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-54	<b>Job Postings</b> An advertisement, with requirements and position descriptions, for an open employment opportunity.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-55	<b>Legal Notices/Advertisements</b> Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	1 Year or until superseded	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-56	<b>Leases- Equipment Leasing Records</b>	2 years after expiration	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-57	<b>Leases- Real Estate</b>	5 years after expiration	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-58	<b>Licenses, Permits, Certifications</b> Documents affirming requirements being met as prescribed by issuing agency.	1 year after expiration.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-59	<b>Litigation Records</b> Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and appeals are exhausted.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-60	<b>Mail (Unsolicited)</b> Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-61	<b>Mailing Lists</b> Lists of individuals and addresses for mail distribution.	Until updated, superseded, or obsolete	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-62	<b>Management and Operations Reports-</b> Reports and/or feasibility studies including statistical analysis created to assess functions, projects, and programs.	5 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-63	<b>Manuals, Handbooks</b> Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	1 year, after updated, superseded and appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-64	<b>Material Safety Data Sheets (MSDS)</b> Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until Superseded	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-65	<b>Meeting Notices</b> Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-66	<b>Memoranda</b> Internal communication between staff, departments, or agencies.	Treat as correspondence and cite those schedule numbers when submitting RC-3, if required.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-67	<b>Minutes of Board/Executive Meetings (Official Record)</b> Official copy of proceedings of regular and special meetings.	Until Microfilmed	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-68	<b>Minutes of Board/Executive Meetings (Official Record)</b> Official copy of proceedings of regular and special meetings.	Permanent	Microfilm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>





(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-69	<b>Minutes of Board Meetings (Recording)</b> Transient notes, drafts and audio/video records taken during official/executive meetings.	Retain until data is transcribed into hard copy is approved, with exception to Commissioner's Meeting Minutes (regular and special sessions): audio recording part of permanent record.	Paper, Electronic, Audio and/or Video Tape or Electronic Recording		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-70	<b>Oaths of Office of Elected Officials</b> <b>Description:</b> Oaths of office given and sworn to by elected official upon taking office.	10 years, after leaving office. Send to Archives to appraise for historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-71	<b>Oaths of Non-Elected Officials and Volunteers</b> Oaths of office given and sworn to for non-elected officials and/or volunteers upon taking office.	10 years, after leaving office. Send to Archives to appraise for historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-72	<b>Organizational Charts</b> A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until Superseded.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-73	<b>PAYROLL- Employee Action Forms</b> Records used to adjust employee information, pay rate, and leave hours.  Department copy – Originals with the Auditor	3 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-74	<b>Personnel Files</b> Documentation of service throughout the duration of an individual's employment.	Destroy extraneous records 6 years after employee terminates. Retain retirement waiver, service record, and leave balance until microfilmed.	Paper and/or Electronic		<input type="checkbox"/>	<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	(7) RC-3 Required by Trumbull County Records Commission
GRS-75	<b>Personnel Files (Retirement Waiver, Service Record, Leave Balance)</b>	Until Microfilmed	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-76	<b>Personnel Files (Retirement Waiver, Service Record, Leave Balance)</b>	Permanent	Microfilm		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-77	<b>Policies, Orders, Directives, Rules, Regulations, and Procedures</b>  Guiding principles used to set organizational direction.	Until superseded, retain one copy until audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-78	<b>Prevailing Wage Documentation</b>  Documentation including but not limited to payroll records, collective bargaining agreements, sales and purchase records, time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages related to the contracts requiring prevailing wages.	4 years after completion of contract, provided audited*	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-79	<b>Press/News Releases</b>  Information disseminated to the public through media outlets, including agency social media.	Until no longer of administrative value. Appraise for historical value. No RC-3 required if of no historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-80	<b>Professional Association Records</b>  Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-81	<b>Project Plans/Drawings</b>  Written plan or pictorial diagrams for a work related project or program.	Life of project, or until obsolete. Appraise for historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-82	<b>Publications – Created By Local Government</b>  Brochures and promotional material created by county agencies to inform the public of services and functions.	Until superseded or obsolete. Retain one copy permanently.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<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	(7) RC-3 Required by Trumbull County Records Commission
GRS-83	<b>Public Records Requests and Logs</b>  Requests to inspect and review public records. See O.R.C. 149.43. Correspondence, research and other records regarding public records requests received by the office and the log maintained of all public record requests.	1 year	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-84	<b>Real Estate Assessment Fund Records (O.R.C. 149.38D)</b>	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-85	<b>Records of Employee Bonds</b>  Insurance to protect agency assets against employee theft or fraud.	2 years, after expiration, provided all claims are settled.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-86	<b>Records Retention &amp; Disposition Documents</b>  RC-1, RC-2, RC-3, and other locally developed forms documenting the retention and disposition of public records; Orig. held permanently by Records Commission  (Departmental copy, original held by Records Center/Records Commission)	Until superseded	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-87	<b>Reports</b>  Statistical, agency, or consultant produced reports and/or feasibility studies created to assess functions, projects, and programs.	5 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-88	<b>Request for Authorization to Attend Meeting</b>  Forms requesting authorization to attend an association meeting, convention, or training/education session required for Department Head approval.	1 year after audit	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-89	<b>Requests for assistance from Information Services (Data)</b> Requests for addition/deletion of user or change of user access or information services training or assistance	Until service complete	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-90	<b>Request for Training</b> Any other request to attend not required by Commissioners' approval, but required by department.	1 year	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-91	<b>Resolutions Issued by Statutory Boards &amp; Commissions-Departmental Copy</b> Written motions officially documenting policy development and decisions.  (Departmental copy, original held by Commissioners.)	1 Year  (Departmental copy, original held by Commissioners' Office in Commissioners' Journal.)	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-92	<b>Resolutions Issued by Statutory Boards &amp; Commissions</b> Written motions officially documenting policy development and decisions.	Until Microfilmed	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-93	<b>Resolutions Issued by Statutory Boards &amp; Commissions</b> Written motions officially documenting policy development and decisions.	Permanent	Microfilm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-94	<b>Shipping/Receiving Documents</b> Records related to packages sent or received, including packing and delivery slips.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-95	<b>Social Media Posts &amp; Records (Primary)</b> Information posted or received that is considered to be new information	Refer to departmental or general schedule for corresponding records series, and cite those schedule numbers when submitting an RC-3.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY DEPARTMENT SPECIFIC SCHEDULE APPROVED BY THE COUNTY RECORDS COMMISSION AND DOES NOT SUPERCEDE RULE 26 IN THE RULES OF SUPERINTENDENCE





(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-96	<b>Social Media Posts &amp; Records (Secondary)</b> Copy of record(s); does not include new information.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-97	<b>Social Media Account Records</b> Records may include information on Account ID, User Name(s), Password Information, Authorized Users List, Content Editors List, Date Account was Established and/or Terminated, Authorizing Representative, Account Creator(s), Site Terms and Use Agreement & Updates, etc.	Until no longer of administrative value, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-98	<b>Speeches/Presentations</b> Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value. Appraise for historical value, no RC-3 required if no historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-99	<b>Surveillance Tapes/Videos/Electronic Key Logs</b> Records documenting daily actions of employees and visitors within an office and on its grounds.	Until no longer of administrative value, provided no action pending. Recordings will write over video every 30 days	Audio and/or Video Tape and/or Electronic Recording		<input type="checkbox"/>	<input type="checkbox"/>
GRS-100	<b>Surveys &amp; Questionnaires</b> Records collected from employees or the public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-101	<b>Tax Forms</b> Office generated tax forms and related paperwork including but not limited to 1099s, W-2s, etc.	7 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-102	<b>Telephone Records</b> Messages received via telephone, station summary reports, call logs, copies of billing statements, etc.	Until no longer of administrative value and no action pending.	Paper and/or electronic and/or audio recording		<input type="checkbox"/>	<input type="checkbox"/>



(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-103	<b>Temporary Files (Computer)</b> Files created by various computer programs used for a variety of purposes.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-104	<b>Temporary Internet Files (Computer)</b> A temporary file on the computer's hard drive that a browser stores web data for every page or URL visited by the user.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-105	<b>Time Cards, Time Sheets and Balances</b> Records indicating hours worked by employees and leave request/used.	1 year (Department Copy, Original maintained by County Auditor 3 Years, as per O.R.C. 4111.14.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-106	<b>Travel Expense Reports</b> Requests for reimbursement for employee travel.	2 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-107	<b>Uniform Records</b> Records tracking the management of uniforms provided by the county.	3 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-108	<b>Vehicle Maintenance Records-</b> Includes record, operation maintenance reports of licensed vehicles, warranties, manuals, shop work orders, accident reports, repairs, mileage and usage logs.	Until Vehicle Sold	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-109	<b>Visitor's Log or Sign-In Sheets</b> Registers or logs used to track visitors visiting an office.	1 year, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-110	<b>Volunteer Records</b> Documentation of volunteer service. Documentation may include application for volunteer service, hours worked, disciplinary actions, and evaluations.	1 year after termination of service	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRS-111	<b>Work Orders</b> Requires asking Maintenance for assistance and/or service	1 year	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>





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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
GRS-112	<b>Work Schedules</b> Schedules noting working hours for employees.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
GRS-113	<b>Workers Compensation Claims</b> Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results, requirements, terms and conditions, etc.	10 years after final payment.	Paper and/or Electronic		<input type="checkbox"/>	<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	(7) RC-3 Required by Trumbull County Records Commission
GRS-114	<p><b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b>  <b>CORONAVIRUS RELIEF FUND PAYMENT RECORDS</b></p> <p>The Coronavirus Relief Fund was established by the Coronavirus Aid, Relief, and Economic Security Act ("CARES" Act) of 2020. The fund is to be used the State and Local governments to make payments for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)</p> <p>Recipients of Coronavirus Relief Fund payments shall maintain and make available to the US Treasury's Office of Inspector General upon request all documents and financial records sufficient to establish compliance with subsection 601 (d) of the Social Security Act, as amended, (42 U.S.C. 801(d)).</p> <p>Records that support compliance with the subsection 601 (d) of the Social Security Act include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>▪ General ledger and subsidiary ledgers used to account for (a) the receipt of the Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet the eligible expenses related to the public health emergency due to COVID-19;</li> <li>▪ Budget records for 2019-2020</li> <li>▪ Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public</li> </ul>	<p><b>RETAIN FOR 5 YEARS (US DEPT OF TREASURY MEMORANDUM</b>  <b>OIG-CA-20-021</b></p>	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY DEPARTMENT SPECIFIC SCHEDULE APPROVED BY THE COUNTY RECORDS COMMISSION AND DOES NOT SUPERCEDE RULE 26 IN THE RULES OF SUPERINTENDENCE





(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
	health emergency due to COVID-19; <ul style="list-style-type: none"> <li>▪ Receipts of purchases made related to addressing the public health emergency due to COVID-19;</li> <li>▪ Contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents relating to such contracts.</li> <li>▪ Grant agreements and grant sub-award agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;</li> <li>▪ All documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and sub-recipients;</li> <li>▪ All documentation supporting the performance outcomes of contracts, subcontracts, grand awards, and grant recipient sub-awards;</li> <li>▪ All internal and external email/electronic communications related to use of Coronavirus Fund payments; and</li> <li>▪ All investigative files and inquiry reports involving Coronavirus Relief Fund payments.</li> </ul>					

\*Audited is directly related to the annual county audit completed by the State Auditor's Office.

**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**