



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCT 20 2021

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Trumbull County

Coroner's Office

(Local Government Entity)

(Unit)

Lawrence D'Amico

Lawrence D'Amico, MD

Coroner

5/12/2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

TRUMBULL

Records Commission

330 675-2518

(Telephone Number)

160 High St

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 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.

Lisa DePurmon Blair (Deputy Clerk) Oct 20, 2021

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist

11/17/2021

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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 (RC-2) – Part 2

See instructions before completing this form.

(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 LGRP	(6) RC-3 Required by LGRP
TCCO- 21-01	Case files/autopsy reports, which includes, but not limited to, the following: Investigation reports Pathology reports Laboratory reports Autopsy protocol Autopsy worksheet Autopsy final report Notes Death Certificate Correspondence related to case Inquests Property records/receipts	Twenty (20) years, then microfilm	Paper		<input type="checkbox"/>
TCCO- 21-01A	Case files/autopsy reports, which includes, but not limited to, the following: Investigation reports Pathology reports Laboratory reports Autopsy protocol Autopsy worksheet Autopsy final report Notes Death Certificate Correspondence related to case Inquests Property records/receipts	Permanent	Microfilm		<input checked="" type="checkbox"/>
TCCO- 21-01B	Case files/autopsy reports, which includes, but not limited to, the following: Investigation reports Pathology reports Laboratory reports Autopsy protocol Autopsy worksheet Autopsy final report Notes Death Certificate	Permanent (on server)	Electronic		<input checked="" type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
	Correspondence related to case Inquests Property records/receipts				
TCCO-21-02	Case File Supporting Documents: Working papers and preparation documents used to create case files, including instrumental data, chain-of-custody, toxicology reports, etc.	5 years	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-03	Copies of records	Until no longer of administrative value	Paper		<input type="checkbox"/>
TCCO-21-03A	Copies of records	Until no longer of administrative value	Electronic		<input type="checkbox"/>
TCCO-21-04	Correspondence: Documents or attachments pertinent to business in electronic format will be maintained in a hard copy (paper) form and placed in the appropriate file for retention	Until no longer of administrative value	Electronic		<input type="checkbox"/>
TCCO-21-04A	Correspondence (including memos and faxes): Routine Executive	One (1) year Five (5) years	Paper		<input type="checkbox"/>
TCCO-21-05	Handbooks and Manuals (Policies, Procedures, and Departmental)	Current plus one prior	Electronic		<input type="checkbox"/>
TCCO-21-06	Histology Samples: Tissue samples taken at time of autopsy	Five (5) years; Homicides- Permanents	Biological		<input type="checkbox"/>
TCCO-21-07	Index to case files (case logs): Index to investigations and autopsies	Permanent	Electronic		<input checked="" type="checkbox"/>
TCCO-21-07A	Index to case files (case logs): Index to investigations and autopsies	Permanent	Microfilm		<input checked="" type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
TCCO-21-08	Inquests: Inquiries by the Coroner into the manner of death of a person who has died under accidental or suspicious circumstances	Until no longer of administrative value	Electronic		<input type="checkbox"/>
TCCO-21-08A	Inquests: Inquiries by the Coroner into the manner of death of a person who has died under accidental or suspicious circumstances	Maintained permanently as part of the case file	Paper/ Microfilm		<input type="checkbox"/>
TCCO-21-09	Legal Opinions (Convenience copies); Originals stay with prosecutor/attorney general or law department	Until no longer of administrative value	Paper		<input type="checkbox"/>
TCCO-21-10	Mail, unsolicited	Until no longer of administrative value	Paper		<input type="checkbox"/>
TCCO-21-10A	Mail, unsolicited	Until no longer of administrative value	Electronic		<input type="checkbox"/>
TCCO-21-11	Medical (EMS) and Psychiatric reports (Convenience copies); Originals stay with EMS or hospital/doctor	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-12	Monthly work schedules	One (1) year	Paper		<input type="checkbox"/>
TCCO-21-12A	Monthly work schedules	One (1) year	Electronic		<input type="checkbox"/>
TCCO-21-13	Personnel records of current employees (Convenience copies); Originals stay with human resources	Two (2) years after employee terminates	Paper		<input type="checkbox"/>
TCCO-21-14	Photographs: Photographs taken in the course of an investigation including scene and autopsy photographs	Permanent as part of the case file	Electronic		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
TCCO-21-15	Police and incident reports (Convenience copies); Originals stay with reporting departments	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-16	Property Records: Record of personal property found on decedents	Two (2) years after disposal of all property	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-17	Public Records Requests	Transfer to case file	Paper		<input type="checkbox"/>
TCCO-21-17A	Public Records Requests	Transfer to case file	Electronic		<input type="checkbox"/>
TCCO-21-18	Purchase orders (Convenience copies); Originals stay with procurement department	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-19	Reference and resource material	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-20	Remains intake and release log	Five (5) Years	Paper		<input type="checkbox"/>
TCCO-21-21	Reported death files (referrals)	Permanent	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-22	Requisitions (Convenience copies); Originals stay with procurement department	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
TCCO-21-23	Transient documents: Telephone messages, transmittal sheets, other documents which convey information of temporary importance in lieu of oral communications	Until no longer of administrative value	Paper		<input type="checkbox"/>

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(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 LGRP	(6) RC-3 Required by LGRP
TCCO- 21-24	Transient documents: Telephone messages, transmittal sheets, other documents which convey information of temporary importance in lieu of oral communications - Documents or attachments pertinent to business will be maintained in a hard copy form and places in appropriated files for retention	Until no longer of administrative value	Electronic		<input type="checkbox"/>
TCCO- 21-25	Travel Expense Reports	Three (3) years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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(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 LGRP	(6) RC-3 Required by LGRP
TCCO-21-E01	Cavity Swabs Non-Homicide	Twenty (20) years after completion of case	Specimen swabs		<input type="checkbox"/>
TCCO-21-E01A	Cavity Swabs Homicide	Permanent	Specimen swabs		<input type="checkbox"/>
TCCO-21-E01B	Cavity Swabs Non-Homicide (sexual assault)	Permanent	Specimen swabs		<input type="checkbox"/>
TCCO-21-E02	Controlled substances and related paraphernalia	Transfer to law enforcement agency	Various		<input type="checkbox"/>
TCCO-21-E03	DNA Cards	Permanent	Filter paper		<input type="checkbox"/>
TCCO-21-E04	Physical evidence in Homicides, including, but not limited to: Clothing Ligature materials Projectiles Smears Hair samples Fingernail clippings	Permanent or transfer to law enforcement agency	Various		<input type="checkbox"/>
TCCO-21-E04A	Physical evidence in Non-Homicides, including, but not limited to: Clothing Ligature materials Projectiles Smears Hair samples Fingernail clippings	Six (6) months after case closure or final appeal	Various		<input type="checkbox"/>
TCCO-21-E05	Tissue paraffin blocks Homicide	Permanent	Glass		<input type="checkbox"/>
TCCO-21-E05A	Tissue paraffin blocks Non-Homicide	Fifteen (15) years	Glass		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
TCCO- 21-E06	Tissue samples Homicide	Permanent	Biological		<input type="checkbox"/>
TCCO- 21-E06A	Tissue samples Non-Homicide	Five (5) years	Biological		<input type="checkbox"/>
TCCO- 21-E07	Tissue/Pathology slides Homicide	Permanent	Glass		<input type="checkbox"/>
TCCO- 21-E07A	Tissue/Pathology slides Non-Homicide	Fifteen (15) years	Glass		<input type="checkbox"/>
TCCO- 21-E08	Toxicology Specimens	Six (6) months	Biological		<input type="checkbox"/>
TCCO- 21-E09	X-rays	Permanent	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>