



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCTOBER 19 2023


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	ENGINEER	
(Local Government Entity)	(Unit)	
	RANDY L. SMITH, P.E., P.S	COUNTY ENGINEER
(Signature of Responsible Official)	(Name)	(Title)
		05/09/2023
		(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

TRUMBULL COUNTY	RECORDS COMMISSION	330-675-6615
		(Telephone Number)
185 E. MARKET STREET	WARREN	44481
(Address)	(City)	(Zip Code)
		TRUMBULL
		(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.

	10/19/2023
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	10/26/2023
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.

TRUMBULL COUNTY

ENGINEER

(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
ENG-1	AERIAL PHOTOGRAPHS - Dated photographs taken from the air	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		(Permanent) <input checked="" type="checkbox"/>
ENG-2	ANNUAL ROAD REPORT - Report to the County Commissioners on the condition of County roads, bridges, ditches, and culverts. Shows maintenance and construction estimates for the coming year (ORC 5543.02 and 5543.03)	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		(Permanent) <input checked="" type="checkbox"/>
ENG-3	BENCHMARK RECORDS - Records having to do with the locations of markers and monuments within the County used to mark a point as an elevation reference (ORC 6131.14)	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		(Permanent) <input checked="" type="checkbox"/>
ENG-4	BRIDGE AND CULVERT FILES - Records relating to the construction and repair of bridges and culverts within the County, showing the name and number of the bridge or culvert. Can include sketches and blueprints of substructure, specifications for materials, estimates of cost, bids, plans, surveys, and surveyor's field notes, engineer's estimates of assessments against land owners for construction, annual inspections, inventories (ORC 5543.20), etc.	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		(Permanent) <input checked="" type="checkbox"/>
ENG-5	COMPLAINT FORMS - Complaints received regarding the conditions of roads, bridges, etc.	2 years	Paper Electronic		<input type="checkbox"/>
ENG-6	DITCH FILES - Original documents relative to the establishment and maintenance of drainage ditches, including ditch name and number and date established. Can include petitions, orders of hearing, orders to view and survey, viewer's and surveyor's reports, notices to bidders, bids, contracts, grades and elevations, plats of ditch and completed survey may show drainage basins, inlets and outlets, type of construction, etc.	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		(Permanent) <input checked="" type="checkbox"/>
ENG-7	DITCH LEDGERS - Payroll, utilities, contractor costs	5 years	Paper Electronic		<input type="checkbox"/>
ENG-8	EASEMENTS - Permanent easement records (ORC 6137.12) for ditches	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		(Permanent) <input checked="" type="checkbox"/>
ENG-9	ESTIMATE RECORDS - Engineer's estimates of assessments against land owners for construction or repair of roads, bridges, ditches, and culverts	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		<input type="checkbox"/>
ENG-10	RIGHT OF WAY PERMITS – Permits issued for work to be completed in the public right of way, including overweight, oversized and RUMA's.	5 years	Paper Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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TRUMBULL COUNTY

ENGINEER

(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
ENG-11	ROAD MILEAGE BOOK/MAP - Contains record of every road, bridge, and culvert in the County, including the name and number. Can include records of proceedings by the County Commissioners regarding the establishment, alteration or vacation of public roads. Can also include the length of the road, where it begins and ends, which township it is in, whose responsibility it is and number assigned by the State (ORC 5543.04)	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		<input checked="" type="checkbox"/> (Permanent)
ENG-12	SUBDIVISION RECORDS: ENGINEERING CONSTRUCTION PLANS AND RECORD OF PLATS – Preliminary plans or maps or proposed subdivisions or proposed improvements to subdivision.	5 years	Paper Electronic		<input type="checkbox"/>
ENG-13	SUBDIVISION RECORDS: FINAL APPROVED PLANS (PLATS) - Line prints consisting of final engineering and construction plans, sedimentation and erosion control plans, driveway construction plans, roadway drainage improvement plans, records plat copies, subdivider's agreements, correspondence, design calculations, and plant and plat review comments	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		<input checked="" type="checkbox"/> (Permanent)
ENG-14	SUBDIVISION RECORDS: FINAL APPROVED "AS-BUILT" PLANS (PLATS) - After all proposed improvements have been made and are complete, the subdivider submits an updated final engineering and construction "as-built" plan to the County Engineer	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		<input checked="" type="checkbox"/> (Permanent)
ENG-15	SURVEYOR'S FIELD NOTES - A condensed record of survey and measurement data from which plats, road, ditch, bridge, and culvert plans are compiled (ORC 315.24)	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		(Permanent) <input checked="" type="checkbox"/>
ENG-16	SURVEY RECORDS - Record of surveys in the County. Contains record of all surveys made by County Surveyor, County Engineer or his deputies. Shows type of survey, date, location, names of property owners, names of surveyor, metes and bounds of survey and plat (ORC 315.25)	Permanent; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		<input checked="" type="checkbox"/> (Permanent)
ENG-17	TAX MAPS - Property maps for each deeded property in the County. Used by the County Auditor for taxation purposes. Also used for house numbering	Permanent-Continually Updated; may destroy paper and electronic if microfilmed	Paper Electronic Microfilm		<input checked="" type="checkbox"/> (Permanent)
ENG-18	TOWNSHIP ANNUAL ROAD REPORT - Annual estimate for the board of township trustees of each township, setting forth the amount required by the township for construction, reconstruction, resurfacing, or improvement of the public roads within their jurisdiction (ORC 5543.02)	3 years	Paper Electronic		<input type="checkbox"/>
ENG-19	TRAFFIC COUNTS - Record of traffic volume per location	10 years	Paper Electronic		<input type="checkbox"/>