

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: **TRUMBULL COUNTY RECORDS COMMISSION,
160 HIGH STREET, N.W., WARREN, OHIO 44481**

Tel. No.: (330) 675-2374
TRUMBULL COUNTY

(2) FROM: **TRUMBULL COUNTY TREASURER**

Christ Michelakis TRUMBULL County Treasurer 9/23/98
 (Signature of Responsible Official) (Title) (Date)
CHRIST MICHELAKIS

(3) CERTIFICATION: I hereby certify that our records commission met in open meeting, as required by the Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets, I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule, and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on SEPTEMBER 25, 1998 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Michael J. Brown 9-28-98
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Randall N. Gorden 10/7/98
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Muehs 10-15-98
 For the Ohio Auditor of State Date

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY Auditor of State or OHS-LGRP
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99-1	TAX RECEIPTS (DAILY TAX RECEIPTS -REAL ESTATE- PERSONAL PROPERTY) (Available on Microfilm)	until audited	
98-2	ESTATE TAX RECORDS (INHERITANCE TAX RECORD)	until last assessment is paid, provided audited, FISCAL	OHIO HISTORICAL SOCIETY 10 9 1998
98-3	CIGARETTE TRAFFIC TAX DUPLICATE daily receipts	until audited	STATE AND LOCAL GOVERNMENT RECORDS
98-3a	VENDORS TAX DUPLICATE - daily receipts	until audited	Provided audited by the Auditor of State and the audit report is released.

Audited means the year
 expiration by the records
 have been audited by the
 Auditor of State and the
 audit report has been
 released pursuant to
 Sec. 117.25 O.R.C.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: TRUMBULL COUNTY TREASURER'S DEPARTMENT
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
98-4	JOURNAL OF WARRANTS REDEEMED (daily bank payroll warrants, warrants redeemed sheets, payin-general ledger, payroll, accounts payable, treasurer trial balance, court warrants, etc...)	until audited and audit released by auditor of state	
98-5	DAILY STATEMENTS (daily window sheets, credit card receipts, balances, daily pay-in, pay-outs, -aka --Form 6, etc...)	until audited	OHIO HISTORICAL SOCIETY
98-6	DAILY CASH RECORDS (Journal of receipts, records of receipts) (also contains daily transactions of credit card payments)	until audited	OCT 09 1998
98-6a	DAILY CASH RECORDS (Accumulated tax district-real estate)	until audited	STATE AND LOCAL GOVERNMENT RECORDS
98-7	ABSTRACTS OF HOUSE TRAILER TAX (daily manufactured home receipts)	until audited	Provided audited by the Auditor of State and the Audit report is released.
98-8	TAX INSTALLMENT PLAN (TIP) RECORDS (ADVANCE PAYMENT CERTIFICATES) (includes daily printouts of payments, monthly coupons, pre-payments, daily totals register tapes, purchase orders showing transfer from bank accounts in escrow, customer signed contracts and deleted contracts showing reason for deletion)	4 years, provided audited	
98-9	TAX DUPLICATES (contains list of taxes assessed against real property)	10 years.	
98-10	TAX DUPLICATES--SPECIAL ASSESSMENTS	5 years after all special assessments recorded are paid, provided audited. Fiscal.	
98-11	TAX DUPLICATES--DELINQUENT REAL (ORC 5719.04) (penalties on real estate)	2 years after end of fiscal year, provided audited	
98-11a	PAYMENT PLAN CONTRACTS FOR DELINQUENT TAXES	5 years after final payment.	

Audited pursuant to 2000
provisions by the Auditor
of State and the
Audit report has been
released pursuant to
Sec. 117.26 O.R.C.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: TRUMBULL COUNTY TREASURER'S DEPARTMENT
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY APPROVING AGENCIES
98-12	ESCROW RECORDS (contains bank's request for tax bills, check registers listing payments of escrow accounts.)	3 years after audited and audit released by auditor of state. Fiscal	OHIO HISTORICAL SOCIETY
98-13	TAX DUPLICATES - PERSONAL	2 years after end of fiscal year, provided audited. Fiscal	OCT 09 1998 STATE AND LOCAL GOVERNMENT RECORDS
98-14	TAX DUPLICATES - DELINQUENT PERSONAL (ORC 5719.04)	2 years after end of fiscal year, provided audited. Fiscal.	Provided audited by the Auditor of State and the Audit report is released.
98-15	TAX DUPLICATE - CLASSIFIED (ORC 319.34)	2 years after end of fiscal year. provided audited. Fiscal	
98-16	TAX DUPLICATE - DELINQUENT CLASSIFIED (ORC 319.34, 5719.04)	2 years after end of fiscal year, provided audited. Fiscal	
98-17	FORFEITURE AND FORECLOSURES	Permanent	

*****UNTIL AUDITED or PROVIDED AUDITED mean: 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 of the Ohio Revised Code.

Audited records for 1998
 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.