



DEC 3 - 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

TRUMBULL COUNTY Family Court Juvenile Division

(local government entity) (unit)


(signature of responsible official)

Pamela A. Rintala, Administrative Judge
(name) (title)

9-4-14
(date)

Section B: Records Commission

TRUMBULL COUNTY (330) 675-2518

Records Commission (telephone number)

160 High St. NW 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.

Records Commission Chair Signature



12/3/14 Date

Section C: Ohio Historical Society - State Archives

Connie Couner Spot. Records Archivist 12/17/14
Signature Title Date

Section D: Auditor of State

Martin E. Mub 1-15-15
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 Family Court Juvenile Division

(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
2014-1	Juvenile By-pass Records	2 years after final order	Paper		<input type="checkbox"/>
2014-2	Juvenile Delinquency and Adult Records	Except ORC 2903.01, 2903.02, or 2907.02. Record is eligible to be sealed if the person is under 18 years of age; any time after 6 months after the following occurs: the termination of court orders or uncondition al discharge from DYS or other facility, court enters an order under 2152.84 or 2152.85 of the O.R.C. that contains a determinati on that the child is no	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
		longer a juvenile offender registrant. If the person is 18 years of age or older, at any time after the later of the following: attainment of 18 years of age; the occurrence of any event identified in divisions (C) (1)(a)(i) to (iii) of section 2151.356. Immediate sealing if the complaint is heard unofficially or is diverted or is dismissed after trial or the person is adjudicated an unruly child is 18 or older and is not under jurisdiction of the court of a complaint alleging the person to be a			



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(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
		delinquent child.			
2014-3	Juvenile Traffic Records and Marriage Consent Records	Traffic-Minor Misdemeanor or traffic shall be retained for 5 years after the final order. Misdemeanor or traffic shall be retained for 25 years after the final order. All other traffic retained for 50 years after the final order. Unruly and marriage consent records shall be retained for 2 years after the final order or one year after the issuance of an audit report, whichever is later.	Paper		<input type="checkbox"/>
2014-4	Permanent Custody, Custody, Parentage, Visitation, Support Enforcement, Abuse, Neglect, and Dependency Records	Shall be retained for 2 years after the child who is the subject of the case obtains the age of maturity. If	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
		post-decree motions have been filed, records shall be retained for 1 year after the adjudication of the post-decree motion of the date specified for the case files, whichever is later.			
2014-5	Search Warrant Records	Warrants and returns retained for five years after the date of service or last service attempt.	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>