



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

JUL 21 2015

STATE AND LOCAL  
GOVERNMENT RECORDS

Page 2 of 10

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Trumbull County Health Department

(local government entity)

(unit)

James J. Enyeart James J. Enyeart, M.D. Health Commissioner 7/20/15  
(signature of responsible official) (name) (title) (date)

### Section B: Records Commission

(330) 675-7832

Records Commission

(telephone number)

176 Chestnut Ave., N.E.  
(address)

Warren  
(city)

44483  
(zip code)

Trumbull  
(county)

To have this form returned to the Records Commission electronically, include an email address: heben@co.trumbull.oh.us

pswallac@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.

Paula Whitley 7/21/2015  
Records Commission Chair Signature Date

### Section C: Ohio Historical Society - State Archives

Connie Conner Govt. Records Archivist 7/25/15  
Signature Title Date

### Section D: Auditor of State

Martin E. Mub 7-31-15  
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



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Section E: Records Retention Schedule

Trumbull County

Health Department

(focal 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
<p>This schedule lists records commonly found in the county Health District's office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. 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.</p>					
15-01	<b>AGREEMENTS &amp; CONTRACTS</b> (Vendor contracts.)	15 Yrs.	Paper/Electronic		<input type="checkbox"/>
15-02	<b>ANIMAL BITE REPORTS</b>	3 Yrs.	Paper /Electronic		<input type="checkbox"/>
15-03	<b>ANNUAL BUDGETS</b>	3 Yrs.	Paper/Electronic		<input type="checkbox"/>
15-04	<b>ANNUAL REPORTS OF HEALTH DISTRICT</b>	Permanent	Paper (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-05	<b>APPLICATION FOR STATE SUBSIDY</b>	3 Yrs.	Paper/Electronic		<input type="checkbox"/>
15-06	<b>APPLICATIONS FOR EMPLOYMENT</b>	1 Yr.	Paper /Electronic		<input type="checkbox"/>
15-07	<b>APPLICATIONS FOR LICENSES &amp; PERMITS</b> (ALL TYPES)	2 Yrs.	Paper/Electronic		<input type="checkbox"/>
15-08	<b>AUDIO RECORDINGS</b> (Recording of Bd. Mtgs., Dept. Mtgs., etc. for the purpose of back-up "note-taking" for the transcriber of the minutes.)	Can be erased after minutes are transcribed and approved.	Electronic		<input type="checkbox"/>



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15-09	<b>AUDITOR OF STATE REPORTS</b> (Financial audits of the department's funds and grants.)	5 Yrs.	Paper/Electronic		<input type="checkbox"/>
15-10	<b>BLANK FORMS</b> Obsolete, unneeded, or superseded form stock.	Until obsolete or superseded	Paper/Electronic		
15-11	<b>BLUEPRINTS</b> (Drawings of plumbing, sewage, buildings, for various programs.)	Until updated, superseded or obsolete	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-12	<b>BOARD OF HEALTH MEMBER INFORMATION</b> (Current & Past – Nomination Petition, Resume, Letter of Interest, etc.)	5 Yrs. or as Long as Person is a Member	Paper (May Maintain Electronically)		
15-13	<b>CAMP/PARK RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include insp. records or yearly applications.)	5 Yrs. After park ceases operation	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-14	<b>CASH RECEIPTS AND/OR BOOKS</b> (Paper receipts and receipt books for monies taken in by the agency.)	3 Yrs. After audit is complete	Paper /Electronic	As noted in the year's Comprehensive and records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.20 O.R.C.	<input type="checkbox"/>
15-15	<b>CHILD FATALITY REVIEW BOARD RECORDS</b> (Correspondence, meeting notices, death certificates, etc.)	7 Yrs. (Per ORC 3701-67-04 (E))	Paper (May Maintain Electronically)		
15-16	<b>CHILDREN'S HEALTH RECORDS</b> (i.e. BCMH, Well Child Clinic Records, Home Visiting Programs.)	7 Yrs. After child turns 21 years of age	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-17	<b>CHRONIC DISEASE RECORDS</b> (Reports from physicians, hospitals, lab results, investigation reports, etc.)	1 Yr. after final disposition of case	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-18	<b>COMMUNICABLE DISEASE REPORTS</b> (Reports from physicians, hospitals, lab results, investigation reports, etc.)	Permanent	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-19	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS RECORDS</b> ( i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After site ceases operation	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-20	<b>CONSTRUCTION &amp; DEMOLITION DEBRIS INSPECTION REPORTS</b> (Facility site inspection reports)	5 Yrs.	Paper /Electronic		<input type="checkbox"/>



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15-21	<b>CORRESPONDENCE</b> (Incoming and outgoing general correspondence.)	1 Yr. or until no longer of value.	Paper/Electronic		<input type="checkbox"/>
15-22	<b>COST STUDIES/REPORTS</b> (Cost methodologies, financial reports supplied to the Board, etc.)	3 Yrs.	Paper /Electronic		<input type="checkbox"/>
15-23	<b>DAILY ACTIVITY REPORTS/FORMS</b> (Handwritten daily activity reports prepared by the employee.)	5 Yrs.	Paper /Electronic		<input type="checkbox"/>
15-24	<b>DEPOSIT SHEETS</b> (Pay-In report used for the daily deposits to the county auditor that shows the breakdown of monies into the individual funding categories.)	3 Yrs. Provided audit is complete	Paper/Electronic	Audited means: the year's record accompanied by the records have been audited by the Auditor of State and the	<input type="checkbox"/>
15-25	<b>EPIDEMIOLOGICAL CASE RECORDS</b> (Laboratory reports, investigation reports, etc.)	5 Yrs. After case is closed	Paper/Electronic (May Maintain Electronically)	audit report has been released pursuant to	<input type="checkbox"/>
15-26	<b>EQUIPMENT INVENTORIES</b> (Annual inventories)	3 Yrs.	Paper /Electronic	Sec. 117.26 O.R.C.	<input type="checkbox"/>
15-27	<b>FAMILY CASE FILES</b> (i.e. Help Me Grow, Help Me Grow Pt. C, MIECHV, OCTF and other home visiting programs.)	6 Yrs. from date of last payment	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-28	<b>FEE SCHEDULES</b> (Fee schedules for environmental, nursing and administrative programs.)	Until updated, superseded, or obsolete	Paper and/or Electronic (May Maintain Electronically)		
15-29	<b>FOOD SERVICE RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After permit holder ceases operation.	Paper /Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-30	<b>GRANT RECORDS</b> (Documents the application, evaluation, awarding, monitoring & tracking of grants received.)	Maintain records as required by grant; if retention unspecified, 5 Yrs. provided all state or federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Paper/Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>



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15-31	<b>IMMUNIZATION RECORDS</b> (Children's)	Until person turns age 21	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-32	<b>IMMUNIZATION RECORDS</b> (Adult - including flu.)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-33	<b>INSPECTION RECORDS</b> (All types, if not listed separately.)	5 Yrs.	Paper /Electronic(May Maintain Electronically)		<input type="checkbox"/>
15-34	<b>INSURANCE POLICIES</b> (Automobile, life, liability)	5 Yrs. provided all claims are settled	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-35	<b>JOB DESCRIPTIONS</b> (Job classification descriptions)	Until updated, superseded or obsolete	Paper /Electronic (May Maintain Electronically)		
15-36	<b>LABORATORY REPORTS</b> (Nursing)	+ Diphtheria, TB or STD tests 5 yrs. after last contact with patient. All other tests 1 yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-37	<b>LABORATORY REPORTS</b> (Environmental)	2 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-38	<b>LEAVE RECORDS</b> (Requests for vacation, sick, comp time, overtime, etc.)	5 YRS.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-39	<b>LEGAL NOTICES/ADVERTISEMENTS</b> (Legal announcements to inform the public of meetings, hearings, regulation changes, bids, auctions, etc.)	5 Yrs.	Paper /Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-40	<b>LEGAL OPINIONS</b> (Legal opinions requested for administration, environmental & nursing.)	Until Superseded	Paper/Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-41	<b>MANUFACTURED HOME PARK RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After park ceases operation	Paper /Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-42	<b>MASTER PLUMBERS RECORDS</b> (Annual applications, bonds and general correspondence.)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>



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15-43	<b>MATERNAL/INFANT/PRENATAL CARE</b> (Client/patient records – lab reports, physician notes, etc.)	7 Yrs. after last entry	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-44	<b>MEETING AGENDAS OF BOARD OF HEALTH MEETING</b>	Permanent	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-45	<b>MEETING AGENDAS – DISTRICT ADVISORY COUNCIL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		
15-46	<b>MEETING AGENDAS – LICENSING COUNCIL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		
15-47	<b>MEETING AGENDAS – GENERAL</b> (i.e. staff, accreditation, etc.)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-48	<b>MEETING SIGN IN SHEETS</b> (i.e. staff, accreditation, etc.)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-49	<b>MINUTES OF MEETINGS – BOARD OF HEALTH</b>	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
15-50	<b>MINUTES OF MEETINGS - DISTRICT ADVISORY COUNCIL</b>	Permanent	Paper /Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-51	<b>MINUTES OF MEETINGS – LICENSING COUNCIL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-52	<b>MINUTES OF MEETINGS – GENERAL</b>	Permanent	Paper/Electronic (May Maintain Electronically)		<input checked="" type="checkbox"/>
15-53	<b>OPERATION &amp; MAINTENANCE RECORDS</b> (Annual applications and service contracts for Permits to Operate, does NOT include laboratory testing results.)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-54	<b>ORGANIZATIONAL CHARTS</b> (Health Department organizational charts.)	Until updated, superseded or obsolete	Paper/Electronic (May Maintain Electronically)		
15-55	<b>PAYROLL RECORDS</b> (Bi-Weekly payroll, requests for leave and associated payroll reports.)	3 Yrs. - provided audit released	Paper/Electronic (May Maintain Electronically)		
15-56	<b>PERFORMANCE BONDS</b> (Surety bonds for tank installers, master plumbers, soil scientists, etc.)	3 Yrs. After expiration	Paper/Electronic (May Maintain Electronically)		

Audited records for the years 1999-2000 were maintained by the records manager and destroyed by the Auditor of State in the audit report released pursuant to Sec. 117.25 O.R.C.



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15-57	<b>PERSONNEL FILES</b> (Current & Former Employees)	Permanent	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-58	<b>PLUMBING RECORDS</b> (Applications for plumbing permits.)	5 Yrs.	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-59	<b>PRIVATE WATER SYSTEM APPLICATIONS</b> (New Installation, alteration & abandonment of existing.)	5 yrs.	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-60	<b>PUBLIC HEALTH NUISANCE INVESTIGATION RECORD</b> (Public health nuisance complaint investigation files.)	5 Yrs. After Nuisance is Abated	Paper (May Maintain Electronically)	Audited means the years encompassed for tax records	<input type="checkbox"/>
15-61	<b>PURCHASE ORDERS</b> (Including invoices associated with the purchase order.)	3 Yrs - Provided Audit is Complete	Paper	have been audited by the Auditor of State	<input type="checkbox"/>
15-62	<b>REGULATIONS/DIRECTIVES/POLICIES/ RULES</b> (Administration, Environmental, Nursing)	Until Superseded - Then Retain One Copy Until Audited	Paper /Electronic (May Maintain Electronically)	submit report and then release information to Sec. 11723	<input type="checkbox"/>
15-63	<b>RETAIL FOOD ESTABLISHMENT RECORDS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After Permit Holder Ceases Operation	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-64	<b>SANITARY SEWER CONNECTION RECORDS</b> (Orders for connection, plbg. insp. & tank abandonment forms.)	5 Yrs. After Connection Complete	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-65	<b>SEWAGE DISPOSAL SYSTEM APPLICATION/RECORD</b> (Private Household)	Permanent Or Until Replacement Or Connection To Sanitary Sewer	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-66	<b>SEWAGE INSTALLERS FILES</b> (Annual applications, bonds and general correspondence.)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-67	<b>SEMI-PUBLIC SEWAGE DISPOSAL SYSTEM RECORDS</b> (H.B. 110 - Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Permanent Or Until Connection To Sanitary Sewer	Paper (May Maintain Electronically)		<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
15-68	<b>SOLID WASTE SITE HAZARDOUS WASTE RECORDS</b> (Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	Permanent	Paper /Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-69	<b>SOLID WASTE SITE INSPECTIONS</b> (Facility inspection reports.)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-70	<b>SOLID WASTE SITE RECORDS</b> (Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After Site Ceases Operation	Paper /Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-71	<b>SUBDIVISION RECORDS</b> (Records that record the origination and development of a subdivision - site plans, EPA correspondence, etc.)	Permanent	Paper /Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-72	<b>SWIMMING POOL OPERATION REPORTS</b> (i.e. Original documentation regarding the construction of the facility - does NOT include inspection records or yearly applications.)	5 Yrs. After Site Ceases Operation	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-73	<b>TATTOO &amp; BODY PIERCING APPLICATIONS</b> (Facility & Operator)	5 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-74	<b>TRANSIENT RECORDS</b> (i.e. Voicemail Messages, Telephone Message Clips, Notes, Drafts, etc.)	May Be Destroy When No Longer of Administrative Value and/or Has Been Responded To	Paper/audio/ electronic		<input type="checkbox"/>
15-75	<b>TUBERCULIN TEST RECORDS</b> (Routine TB Tests.)	+ Test Results Permanently - Test Results 3 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-76	<b>TUBERCULOSIS CASE RECORDS</b> (TB Patient Records)	Lifetime Of Patient	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-77	<b>VARIANCES</b> (i.e. Sewage, Private Water Systems, etc.)	3 Yrs. After Expiration Of Variance	Paper (May Maintain Electronically)		<input type="checkbox"/>
15-78	<b>VENDING MACHINE LICENSE APPLICATIONS</b> (Annual Food Service Licenses)	5 Yrs.	Paper (May Maintain Electronically)		<input type="checkbox"/>





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15-79	<b>VIDEO SURVEILLANCE</b> (Footage documenting daily actions of employees and visitors w/i the building and the parking lot for security purposes.)	14 Days & Is Then Recorded Over	Electronic		<input type="checkbox"/>
15-80	<b>WATER BACTERIOLOGICAL EXAMINATIONS</b> (Well water laboratory results.)	2 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>
15-81	<b>WELL LOGS</b> (ODNR well logs)	10 Yrs.	Paper/Electronic (May Maintain Electronically)		<input type="checkbox"/>

SAO/LGRP-RC2-(Inst) Revised February 2012 – TCGHD July 2015