



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

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OCT 31 2018

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

TRUMBULL COUNTY Emergency Management  
(local government entity) (unit)

Linda Beil Linda Beil Director 8/24/18  
(signature of responsible official) (name) (title) (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.

Christina A. Hodgson 10/24/2018  
Records Commission Chair Signature Date

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

Amanda Risher Local Government Records Archivist 11/13/18  
Signature Title Date

### Section D: Auditor of State

Martin E. Murr 11-26-18  
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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**Audited means: 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 O.R.C.**

Section E: Records Retention Schedule TRUMBULL COUNTY

(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
EMA-2018-1	Fiscal Reports – Auditor's Report, Checking Account, EMPG Quarterly Reports, Budgets, Payins, Invoices, Purchase Orders, Engineer's Bills, Whitebacks, Travel	5 years after audit	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-2	EMA Reports – 311 and 312 Report, Risk Vulnerability, Commodity Study, Annual Reports	Until Superseded	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-3	Payroll – Time Sheets	3 years	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-4	Contracts/Agreements – Mutual Aid Agreement	8 years	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-5	Correspondence – admin./general, Ohio EMA Meeting misc.	3 years	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-11	Disaster Plans – EOP, Hazmat, COOP, Mitigation, Resource Book	Until Updated	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-12	Disaster Records	Permanent	Paper/ Elec.		<input checked="" type="checkbox"/>
EMA-2018-13	Exercise Drills	Permanent	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-14	Minutes – LEPC, Hazmat, CERT	Permanent	Paper/ Elec.		<input checked="" type="checkbox"/>
EMA-2018-15	Business/School Plans	Until Superseded	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-16	Equipment – EMA, Hazmat, Homeland Security, Inventory	Until sold or no longer being used	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-17	Grant Records	5 years	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-18	Manuals/Policies/Rules/Regulations	Until Superseded	Paper/ Elec.		<input type="checkbox"/>



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EMA-2018-19	Maps - Marplot	Until Updated	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-20 E	Alertfind	6 months	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-21	Newspaper Articles	As needed for historical	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-22	Records Requests – 311 and 312 Records Requests	5 years	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-23	Applications	1 year	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-24	Calendars	1 year	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-25	Phone Message Book	1 year	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-26	Cost Recovery/Citations	3 years	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-27	Bylaws – CERT, LEPC, EMA	Until Superseded	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-28	Survey/Questions	Permanent	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-29	SOP's – EOC, Hazmat, CERT, Volunteer, Fire	Until Superseded	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-30	30 Day Written Follow-up Reports	1 year	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-18	Audio Recordings – Meetings	6 Months	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-32	Old Computer Programs – Quick Books, Windows	Until Superseded	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-33	Alerts – Notifications of Possible Impending Emergencies	Until no longer of admin. Value	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-34	SERC Extremely Hazardous Substance Facility Filings and Non-Extremely Hazardous Substance Facility Filings	5 years	Paper/ Elec.		<input type="checkbox"/>
EMA-2018-35	Standard Operating Procedures (SOP)	Until Superseded	Paper/ Elec.		<input type="checkbox"/>