



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

APR 24 2019

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

TRUMBULL COUNTY (local government entity) (unit)
Michael DeVengencie Jr. Building and Vehicle Operations Manager 4-11-19
(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.

Cherlette A. Hodfrey 4/24/19
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amadea Rind Local Government Records Archivist 5/1/19
Signature Title Date

Section D: Auditor of State

Martin E. Mueh 5-16-19
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

(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 Required by OHS-LGRP
2019-01	completed Service repair order sheets	2 yrs	paper		