



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

APR 24 2019

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STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Trumbull County _____ Prosecutor _____
(local government entity) (unit)

[Signature] William Danso Trumbull County Prosecutor's Office 04/09/2019
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Trumbull County Records Commission _____ 330-675-2518
Records Commission (telephone number)
160 High Street 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 [Signature] Date 4/24/19

Section C: Ohio Historical Society - State Archives

[Signature] Local Government Records Archivist 5/1/19
Signature Title Date

Section D: Auditor of State

[Signature] Date 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 PROSECUTOR – Update to the 2016 Approved RC2 * see revisions below

(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
<p>This schedule lists records commonly found in the county Prosecutor'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. <i>Local Certificates of Disposal will be filed regardless of whether or not OHS wishes to be informed.</i></p>					
PROS 2016-05	<p>Civil Case Master Files</p> <p>A) Records that document civil litigation filed on behalf of the Prosecuting Attorney's statutory clients. May include records used in handling appeals, Tax Foreclosures, and BOR Tax Foreclosures</p> <p>B) Sub-Division Regulations/Zoning Original records are with the Townships in Trumbull County</p>	<p>10 Years after the final order of the general division</p> <p>10 Years</p>	Paper		
PROS 2016-12	<p>PRIVATE Foreclosure Files</p> <p>Documents pertaining to a specific legal process in which a lender attempts to recover the balance of a loan from a borrower who has stopped making payments to the lender by forcing the sale of the asset used as the collateral for the loan. May involve tax payment arrearages.</p>	4 years after sending files to Records Center-original files retained by the Clerk of Courts	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>