



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

APR 22 2021

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Trumbull County Veterans Service Commission Veterans General Retention Schedule
(Local government entity) (unit) 4-1-2021

[Signature] Herman K. Brewer Director / Service Officer
(Signature of responsible official) (name) (title) (date)

Section B: Records Commission

TRUMBULL COUNTY RECORDS COMMISSION (330) 675-2518
Records Commission (telephone number)

160 HIGH ST NW WARREN, OH 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.

[Signature] 4-21-2021
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Signature Local Government Records Archivist 5/10/2021
Title Date

Section D: Auditor of State

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 Veterans Service Commission

Veterans General Retention Schedule

(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
VSC21-1	Veteran Case Files - (to include veterans discharge records and Financial Assistance): <i>Documents assistance provided for veterans, their dependents, heirs and/or beneficiaries; documents eligibility of veterans for state and federal benefits; includes but is not limited to interview worksheets, biographical and service information, fact sheets, copies of marriage, birth and death certificates, correspondence, income and residence verification, witness statements, appeals, and all documenting communications and assistance rendered; confidential O.R.C. 5901.09; and copies of veterans discharge, separation papers, certificates of lost discharge officially issued by a branch of the armed forces; confidential O.R.C. 317.24 (B)(2)(a)</i>	PERMANENT	Paper and/or media type		<input checked="" type="checkbox"/>
VSC21-2	Veterans Service Commission Minutes <i>Official record of the proceedings of the Veterans Service Commission.</i>	PERMANENT	Paper		<input checked="" type="checkbox"/>
VSC21-3	Appointment of Veterans Service Commissioners <i>Appointment of Veteran Service Commissioners from authoritarian judge. Includes documents sent to State (ODVS).</i>	5 Years after leaving position. Send to Archives to appraise for historical value.	Paper and/or media type		<input type="checkbox"/>
VSC21-4	Flags/Rods/Markers <i>Record of numbers of flags/Rods/Markers issued to each American Service Organization.</i>	PERMANENT	Paper and/or media type		<input type="checkbox"/>
VSC21-5	Government Office of Veterans' Affairs Report <i>Report(s) that Veterans' Services sends annually to the State (ODVS).</i>	1 Copy – 5 Years	Paper and/or media type		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>