



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

APR 21 2022

Page 1 of 2

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Amendment

* ADDITION

ALL Trumbull County Agencies/Boards/Departments/Offices

Trumbull County General Retention Schedule

(local government entity)

(unit)

Lynn Wallace-Smith

Lynn Wallace-Smith

Records Manager

04/20/2022

(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

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

4/20/22

Date

Section C: Ohio Historical Society - State Archives

Signature

Government Records Archivist

Title

4/26/2022

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

General Retention Schedule – Update/Addition to the 2020 Approved RC-2 Amendment to
GRS-24

(local government entity)

(unit)

Contracts

(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
GRS-115	Statement of Qualifications Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C.153.66	Two years	Paper and/or electronic		<input checked="" type="checkbox"/>
Amend GRS-24	Contracts, Agreements, & Leases	Six Years ** If agreement less than 2 years- keep	Paper and/or electronic		<input checked="" type="checkbox"/>
	Legal agreements with individuals , organizations, or entities to procure goods and/ or services, See O.R.C 2305.06	1(one) additional year after end of contract.			<input type="checkbox"/>
		1 - year contracts- 2 years			<input type="checkbox"/>
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