



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
 APRIL 25 2024
 STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

TRUMBULL COUNTY LAND REUTILIZATION CORPORATION

(Local Government Entity)

(Unit)

Sam Lamancusa

Sam Lamancusa

TCLRC President

06/01/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

TRUMBULL COUNTY RECORDS COMMISSION

(330) 675-2518

(Telephone Number)

160 HIGH STREET 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.

Lisa DePunyo Blair, Interim Clerk 4.25.2024

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

5/9/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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 (RC-2) – Part 2

See instructions before completing this form.

(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 LGRP	(6) RC-3 Required by LGRP
TCLRC-001	Bylaws and Regulations Operational policies and standards governing the organization	Permanent	Paper & Computer		<input checked="" type="checkbox"/>
TCLRC-002	Corporation Records Documentation pertaining to articles of incorporation and letters appointing alternate board members as well as the corporation's stated purpose and objectives	Permanent	Paper & Computer		<input checked="" type="checkbox"/>
TCLRC-003	Project Files Documents containing information regarding various projects	5 years	Paper & Computer		<input type="checkbox"/>
TCLRC-004	Accounting Files Documents containing information regarding invoices and payments.	Untill Audit	Paper & Computer		<input type="checkbox"/>
TCLRC-005	Property Parcel Records Records related to property that the organization relcaims, rehabilitates and/ or reutilizes .	5 Years from the date of ownership.	Paper & Computer		<input type="checkbox"/>
TCLRC-006	Real Property Records Records included, but not limited to appraisals, encumbrances, fund transfers, plans, resolution, deeds, purchase agreements, tax records and any other documents related to the acquisition/ sale of the real property.	5 Years from the date of ownership.	Paper & Computer		<input type="checkbox"/>
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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