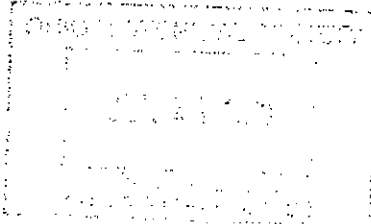




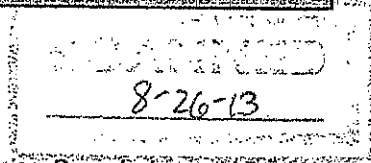
Ohio Historical Society
State Archives of Ohio
Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



For State Archives - LGRP Use Only
 Date Reviewed: 8/14/13 *state approval*
 Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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



Section A: Local Government Unit

<u>Trumbull County General Retention Schedule</u> (local government entity)		<u>All County Departments, Offices, Agencies, Commissions and Boards</u> (unit)	
<u>Lynn Wallace-Smith</u> (signature of responsible official)	<u>Records Manager</u> (name)	<u>Lynn Wallace-Smith</u> (name)	<u>Records Manager</u> (title)
			<u>7/24/2013</u> (date)

Section B: Records Commission

<u>TRUMBULL COUNTY RECORDS COMMISSION</u>		<u>330 675-2518</u>	<u>Lynn Wallace-Smith</u>
			(telephone number)
<u>160 HIGH STREET N.W.</u>	<u>WARREN, OHIO</u>	<u>44481</u>	<u>Trumbull County</u>
(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 on 7/24/2013 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.

<u>Frank Jude</u> Records Commission Chair Signature	<u>Commissioner</u> (name)	<u>7/24/13</u> (date)
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Section C: Ohio Historical Society - State Archives

<u>Connie Connor</u> Signature	<u>Spvt. Records Archivist</u> Title	<u>8/5/13</u> (date)
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Section D: Auditor of State

<u>Martin E. Mohr</u> Signature	 Title	<u>8-14-13</u> (date)
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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



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Trumbull County General Retention Schedule ALL COUNTY DEPARTMENTS/AGENCIES/BOARDS
government entity (unit)

Permanent records existing solely in an electronic/digital format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital imaged records of permanent or greater than a 10-year retention period, should still be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

The retention periods specified, are required by statute, or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a *legal hold* on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Disposition	(6) Disposition
2013-1	ACCIDENT REPORTS/FILES Report of personal or property damage involving or occurring on county property.	6 years	Paper/Electronic	[X]	[X]
2013-2	ACTIVITY REPORTS Reports compiled to detail financial, statistical, and/or operational data	2 years	Paper/Electronic	[X]	[X]
2013-3	AGENDAS A list of items to be a discussion and/or acted upon during a meeting.	2 years	Paper/ Electronic	[X]	[X]

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS/LGRB	(6) RC Required by OHS LGRB
2013-4	ANNUAL BUDGETS A- DEPARTMENTS- Fiscal allocation to a department or office for the fiscal year B- PREPARATION DOCUMENTS(WORKING PAPERS) – Preparation documents used to create annual budgets ✓C- FINAL ALLOCATIONS APPROVED- Final budget approved- County Budget	3 years Until no longer of administrative value PERMANENT	Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/> <input checked="" type="checkbox"/>
2013-5	ANNUAL INVENTORY- ORC 305-18 Departmental inventory of all materials, machinery, tools, office furniture, and other county property under the jurisdiction of each officer or department	3 years	Paper/ Electronic		<input type="checkbox"/>
2013-6	ANNUAL REPORTS-A report containing substantive information of operations, policies, procedures, and planning.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
2013-7	APPLICATIONS FOR EMPLOYMENT-Vacancy postings, applications, and resumes of job applicants. A- SUCCESSFUL – Application submissions chosen for employment. B- UNSUCCESSFUL - Not hired, vacancy postings, applications, and resumes of applicants not chosen.	FOR HIRE: Place in personnel file 1 year after posting of position	Paper/Electronic		<input type="checkbox"/>
2013-8	ATTENDANCE RECORDS- Documents employee attendance at work including leave requests for sick and vacations and timesheets.	3 years	Paper/ Electronic		<input type="checkbox"/>
2013-9	AUDIOVISUAL, PUBLIC RELATIONS, TRAINING MATERIALS- Materials and resources compiled or created for presentations, public relations events, and/or training exercises.	Until information is superseded, obsolete, or replaced. Appraise for historical value	Paper/ Electronic		<input type="checkbox"/>
2013-10	AUDIT REPORTS (FEDERAL, STATE, INTERNAL)- ORC 117.26 Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	5 years	Paper/ Electronic		<input type="checkbox"/>
2013-11	BACK UP DATA Computer generated backup tapes and data created, used and maintained for disaster recovery.	Retain for one backup cycle then delete,	Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or GHS/GRP	(6) RC-3 Required by OHS /GRP
		erase or destroy data (reuse)			
2013-12	BADGES AND IDs- Employee identification badges and keyless entry devices and related records	Confiscated upon employment termination	Paper/Electronic		<input type="checkbox"/>
2013-13	BIDS- SUCCESSFUL- Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file. OCR 2305.06	8 years	Paper/Electronic		<input type="checkbox"/>
2013-14	BIDS- UNSUCCESSFUL- Bids not awarded.	2 years after letting of the contract	Paper/ Electronic		<input type="checkbox"/>
2013-15	BLANK FORMS- Obsolete, unneeded, or superseded form stock.	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
2013-16	BLUE PRINT- Blue prints of public buildings	Permanent	Paper/ Electronic		<input type="checkbox"/>
2013-17	BLUE PRINTS/VELLUMS/DRAWINGS/TRACINGS/MYLARS-	Until updated, superseded, or obsolete. Appraise for historical value.	Paper/ Electronic		<input checked="" type="checkbox"/>
2013-18	BOND DOCUMENTS BONDS REDEEMED IRS RULE 5.70	Retain 3 years after the last bond has been retired, or if applicable, until 3 years after the last bond of the Refunding Issue has been retired	Paper/Electronic		<input type="checkbox"/>
2013-19	BOND REGISTER	7 years after final maturity of notes or bonds	Paper/Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or DHS LGRE	(6) RC-3 Retained through 2019
2013-20	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES – Announcements and informational notices including unsolicited announcements related to job functions.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2013-21	CALENDARS/DESK AND APPOINTMENTS- Records document the day to day activities of an office. This series may include, but is not limited to, staff daily schedules, daily work logs, appointment information and desk calendars.	3 months after calendar year	Paper/Electronic		<input type="checkbox"/>
2013-22	COMPLIANCE RECORDS- Standard reports required to be filed by regulatory agencies.	5 years	Paper/Electronic		<input type="checkbox"/>
2013-23	CONTINUING EDUCATION CERTIFICATIONS/ CLASS SEMINARS AND TRAINING- Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Placed in Personnel File	Paper/ Electronic		<input type="checkbox"/>
2013-24	CONTRACTS- Legal agreements with individuals, organizations, or entities to procure goods and/or services. ORC 2305.06	8 years after expiration	Paper/ Electronic		<input type="checkbox"/>
2013-25	COPIES OF RECORDS (NOT OFFICIAL RECORD)- Additional copies of records or images, which are no longer required and serve no useful purpose. Copies, photocopies, extra copies.. etc.	Until no of administrative value	Paper/Electronic		<input type="checkbox"/>
2013-26	CORRESPONDENCE- Messages sent and received by any media including letters, memos, faxes, email messages, misc. communications:	Retain according to content, ensure metadata retained	Paper/ Electronic		<input type="checkbox"/>
		(A) Transient- Communications which convey information of temporary importance in lieu of oral communications, i.e. drafts, meeting notices, referral letters, request for routine information, or publications provided to the public agency. Until no longer of administrative value			

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or GHS/OLBP	(6) RC-3 Required by GHS /OLBP
	<p>maintained for reference purposes.</p> <p>✓(C) SUBSTANTIVE EXECUTIVE- Correspondence of the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning policies, procedures, program, fiscal, and personnel matters.</p>	3 years- if content requires longer retention- appraise for historical value			
2013-27	DELIVERY/PACKING SLIPS- Documents received when accepting goods from a carrier or vendor. Used to attach to invoice payments.	Retain until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2013-28	DISCIPLINARY HEARINGS- A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue. (A) Audio and video recordings (B) Report of proceedings. (C) Transcripts	1 year Place in personnel file 5 years	Paper/Electronic		<input type="checkbox"/>
2013-29	DISPATCHER TELEPHONE CALLS/AUDIO RECORDINGS	30 days, erase and reuse provided no action is pending	Electronic		<input type="checkbox"/>
2013-30	ELECTRONIC MAIL (EMAIL) RETAIN ACCORDING TO CONTENT Record sent, received, and/or drafted using electronic mail systems. In general, the sender holds the record copy. Electronic mail should be retained electronically rather than paper as conversion to paper may cause loss of electronically attached metadata.	Retain according to content utilizing the record series adopted within this schedule, ensure metadata is retained.	Paper/ Electronic		<input type="checkbox"/>
2013-31	EMPLOYEE EVALUATIONS- Records used to measure and employee performance	Placed in personnel file	Paper/Electronic		<input type="checkbox"/>
2013-32	EQUIPMENT MAINTENANCE RECORDS- Documents	Life of equipment	Paper/		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) Enforce by Auditor of State or OHS/LGR	(6) RC Required by OHS ISN
	ownership, warranties, routine maintenance and repair of county owned equipment.		Electronic		
2013-33	FINANCIAL RECORDS- Records pertaining to financial transaction including accounts payables, accounts receivables, bank statements, pay ins, pay ins to treasury, purchase orders, requisitions, invoices, warrants, bill backs, bill schedules, listing of warrants paid, detail reports; cash and account books, receipts, cancelled checks, vouchers, appropriation adjustments, transfers, encumbered and unencumbered amounts, remaining balances, monthly expenditures, statements, petty cash, ETC	3 years provided audited	Paper/ Electronic		
2013-34	GRANT APPLICATIONS NOT FUNDED	1 year	Paper/ Electronic		
2013-35	GRANT FILES- Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain as required by grant written. If unspecified, 5 years provided audited.	Paper/ Electronic		
2013-36	INSURANCE RECORDS/POLICIES- Documents listing terms and conditions between county and insurance providers; fiscal and administrative records generated in the administration of insurance policy.	ORC 2305.10 2 years after expiration provided all claims settled and appeals exhausted.	Paper/ Electronic		
2013-37	INVESTIGATION FILES—Investigation records to include internal investigations and referrals for outside investigations.	3 years after completion of investigation or decision not to investigate.	Paper/Electronic		
2013-38	JOB DESCRIPTIONS- Documents detailing the classification, needed experience, education, physical requirements, and duties by position title.	Until superseded or classification abolished	Paper/ Electronic		
2013-39	LEASES- Equipment leasing records	2 years after expiration	Paper/Electronic		
2013-40	LEASES- REAL ESTATE	5 years after expiration, and	Paper/ Electronic		

Added 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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS, etc.	(6) Records Required in the years comprised by the records have been retained by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
		audited by Auditor of State and audit report is released and all discrepancies are resolved			
2013-41	LEGAL ADVERTISEMENTS/NOTICES-Legal announcements to inform the public of meetings, hearings, bids, auctions, or other events.	1 year or until superseded	Paper/ Electronic		
2013-42	LICENSES, PERMITS, CERTIFICATIONS-Documents affirming requirements being met as prescribed by issuing agency.	1 year after expiration	Paper/ Electronic		
2013-43	LITIGATION RECORDS- Records related to legal claims against an office and subsequent legal actions and court proceedings.	5 years after case is closed and all appeals are exhausted	Paper/ Electronic		
2013-44	MAIL- Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes	Until no longer of administrative value	Paper		
2013-45	MANAGEMENT AND OPERATIONS REPORTS Reports and/or feasibility studies including statistical analysis created to assess functions, projects, and programs.	5 years	Paper/Electronic		
2013-46	MANUALS AND HANDBOOKS Documents relating to activities and operations of the department, agency or office. May include rules regarding behavior, instructions for operations, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced	Paper/Electronic		
2013-47	MATERIAL SAFETY DATA SHEETS Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded	Paper/Electronic		
2013-48	MINUTES OF MEETINGS- ✓(A) Official Record Copy (B) Audio and video recordings	PERMANENT Retain until transcribed into hard copy and approved	Paper/ Electronic		<input checked="" type="checkbox"/>
2013-49	OATHS OF OFFICE OF ELECTED OFFICIALS- Oaths of office given and sworn to by elected	10 years after leaving office	Paper/Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS, LGPP	(6) RC-3 Required by OHS LGPP
	officials upon taking office.				
2013-50	<p>PERSONNEL FILES-</p> <p>EMPLOYMENT FILES: Documentation of service throughout the duration of an individual's employment.</p> <p>EMPLOYEE RETIREMENT-Waivers, service records, and leave balances</p> <p>EMPLOYEE MEDICAL FILES- Records pertaining to employee's medical insurance, conditions, etc. as they relate to their employment. Includes HIPPA. FMLA information.</p>	<p>Retain 10 years after employee terminates- PURGE extraneous records.</p> <p>Permanent</p> <p>10 years after termination</p>	Paper/Electronic		<input type="checkbox"/>
2013-51	PLATS AND MAPS- Renderings noting locations and/or boundary lines.	PERMANENT	Paper/ Electronic		<input checked="" type="checkbox"/>
2013-52	PRESS / NEWS RELEASES	Until no longer of administrative value/ appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
2013-53	<p>Professional Association Records (convenience copies) Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the profession.</p>	Until no longer of administrative value*	Paper/ Electronic		<input type="checkbox"/>
2013-54	<p>PROJECT PLANS / DRAWINGS Written plan or pictorial diagrams for a work related project or program</p>	Life of the project or until obsolete. Appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/>
2013-55	<p>Public Records Requests files and Log Correspondence, research and other records regarding public records requests received by the office and the log maintained of all public records requests.</p>	1 year	Paper/ Electronic		<input type="checkbox"/>
2013-56	RECORDS RETENTION DOCUMENTS- Records, also called RC-1, RC-2, RC-3 forms, and other locally developed forms documenting the retention and disposition of the records in an office.	RECORDS COMMISSION Retain Permanently	Paper/ Electronic		<input type="checkbox"/>

(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) RGR Required by OHS LGRP
		Office copies until superseded			
2013-57	References or Resources Records created by the office for disseminating information to taxpayers	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2013-58	SCRAPBOOKS/SPEECHES/PRESENTATIONS- Compilation of materials distributed when speaking to a group or press conference concerning an office and/or its operations. Compilation of materials of institutional memory.	Until no longer of administrative value- Appraise for historical value	Paper/ Electronic		<input type="checkbox"/>
2013-59	References or Resources Records created by the office for disseminating information to taxpayers	3 years	Paper/ Electronic		<input type="checkbox"/>
2013-60	SURVEILLANCE TAPES/VIDEOS- Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then reuse provided there is no action pending	Electronic		<input type="checkbox"/>
2013-61	TELEPHONE MESSAGES- Messages for recipients received via the telephone- Including voicemail.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
2013-62	TRAVEL EXPENSE REPORTS --Used for claiming reimbursement for travel.	3 years	Paper/ Electronic		<input type="checkbox"/>
2013-63	VEHICLE MAINTENANCE RECORDS- Includes record, operation maintenance reports of licensed vehicles, warranties, operating manuals, reports, shop work orders, accident reports, repair records, mileage and usage logs.	Until vehicle sold	Paper/Electronic		<input type="checkbox"/>