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Form RC-2

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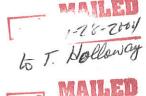
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1)	TO: TRUMBULL COUNTY RECORDS COMMISSION,	Tel. No.: (330) 675-2374
	160 HIGH STREET, N.W., WARREN, OHIO 44481	TRUMBULL COUNTY
		8

(2) FROM: TR	UMBULL COUNTY SANI	TARY ENGINEERS – WATER		
(Signature of R	Responsible Official	Trombull Country S. (Title)	andary Engineer	(Date)
ORC, and pas commission wi of in violation of	sed the retention schedules Il make every effort to prever of this schedule and that no re est. This was approved on _	ur records commission met in oper contained on this form and any at these record series from being ecord will be knowingly disposed February 10, 2004	continuation sheets, I f destroyed, transferred, of which pertains to any as reflected b	further certify that our or otherwise disposed pending case, claim, y the minutes kept by
Chairman, Red	cords Commission:	Signature / (W/)		2-/0-04 Date
	selection upon receipt of a of Records Disposal (RC-3):	For the Okio Historical Society		2-24-04 Date
Approved	by the Ohio Auditor of State:	For the Ohio Auditor of State		3-10-04 Date
(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPT	ION .	(7) RETENTION PERIO	(8) D FOR USE BY Auditor of State or OHS- LGRP
2004-1	BACTERIOLOGICAL ANAL	YSIS	5 years (EPA Guidelines).	Audited means: the years
2004-2	BENCH MARKS		Permanent.	encompassed by the records
2004-3	CHEMICAL ANALYSIS	•	Ten years (EPA	have been audited by the Auditor of State and the
2004-4	COLLECTION SHEETS		Until audited	audit report has been released pursuant to Sec. 117.26 O.R.C.









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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) (8) RETENTION PERIOD FOR USE BY Auditor of State or OHS- LGRP
	-	
2004-5	CONSUMER LEDGERS	Until audited Audited means: the years encompassed by the records
2004-6	CONTRACTS	Permanent. have been audited by the Auditor of State and the
2004-7	DAMAGE CLAIMS/REIMBURSEMENTS	Two years audit report has been released pursuant to
2004-8	EASEMENT FILES/DEEDS	Permanent. Sec. 117.26 O.R.C.
2004-9	ENERGY CONSUMPTION RECORDS	3 years
2004-10	EXCAVATIONS/RESTORATIONS	3 years
2004-11	FINAL ASSESSMENTS	Two years after assessment is paid, provided audited.
2004-12	FIRE HYDRANT MAINTENANCE	Permanent.
2004-13	FLOW TESTS RESULTS	Permanent.
2004-14	GRANT PROJECT FILES	Three years after final audit
2004-15	GRANT PROJECT FINAL REPORT	Permanent.
2004-16	HAZARDOUS/TOXIC WASTE RECORDS .	Permanent.
2004-17	HYDRANT USE PERMITS	Three years
2004-18	INCINERATOR ACCOUNT FILES	Three years
2004-19	INCINERATOR AND VEHICLE REPAIR FILES	Life of item plus three years.
2004-20	INCINERATOR ASH HAULING REPORT	Two years (Monthly Summaries: Permanent)
2004-21	INCINERATOR BILLER REGISTERS	Permanent.
2004-22	INCINERATOR BLUEPRINTS AND DRAWINGS	Permanent, microfilm for security.
2004-23	INCINERATOR DAILY CONTROL JOURNAL	Until audited
2004-24	INCINERATOR DAILY FURNACE REPORTS	Three years
2004-25	INCINERATOR DAILY OPERATING RECORDS	Three years.
2004-26	INCINERATOR DAILY PAYMENT STUBS	Until audited.
2004-27	INCINERATOR DAILY SCALE TRANSACTIONS	Until audited.
2004-28	INCINERATOR FUEL REPORTS	Permanent.

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) SCHEDULE NUMBER (6)
RECORD TITLE & DESCRIPTION

SERVICE ORDERS

2004-50

(7) RETENTION PERIOD

One year after end of fiscal year

FOR USE BY Auditor of State or OHS-LGRP

	a m		
2004-29	INCINERATOR MONTHLY CHARGE STATEMENTS	Until audited	
2004-30	INCINERATOR PLANT EQUIPMENT FILES	Life of equipment plus three	eyears
2004-31	INCINERATOR REPORTS	Five years	
2004-32	INCINERATOR SURPLUS LIST	One year.	
2004-33	INCINERATOR WEIGH/SCALE TICKETS	until audited	
2004-34	INDEX TO CONSUMERS	One year after account is cl Account has been paid	osed, provided
2004-35	INDEX TO LOCATION AND PROFILE BLUEPRINTS	Permanent.	
2004-36	INSPECTION REPORTS	Two years after inspection.	
2004-37	LABORATORY LOGS	Follow EPA Guidelines	
2004-38	LANDFILL REPORTS	Three years (monthly summ	naries, permanent
2004-39	LANDFILL TICKETS	Two years.	
2004-40	LOCATION AND PROFILE BLUEPRINTS	Permanent	
2004-41	MAPS	Permanent.	
2004-42	METER BOOKS	Two years, provided audite	d.
2004-43	ONGOING PROJECT FILES	One year after completion	Audited means: the years encompassed by the records have been audited by the
2004-44	POLICIES/PROGRAMS	Permanent.	Auditor of State and the audit report has been
2004-45	PUMPING STATION FILES	Permanent	released pursuant to Sec. 117.26 O.R.C.
2004-46	REGULATORY AGENCY FILES	Three years.	occ. 117.20 V.n.v.
2004-47	SAFETY AND LOSS PREVENTION REPORTS	Three years	
2004-48	SAFETY COMMITTEE RECORDS	Three years	
2004-49	SAFETY TRAINING RECORDS	Three years.	

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(5) SCHEDULE NUMBER.	(6) RECORD TITLE & DESCRIPTION	(7) (8) RETENTION PERIOD FOR USE BY Auditor of State or OHS- LGRP
2004-51	SEWER AND WATER IMPROVEMENT PLANS	Retain petitions, resolutions, and cost estimates until construction is complete. Retain survey data, blueprints, reports, and tracings permanently
2004-52	SEWER AND WATER PERMIT RECORDS	One year after date of final approval of last system.
2004-53	SEWER AND WATER LINE FILES	Permanent.
2004-54	SEWER TAPPERS LICENSES	Until license expires.
2004-55	TAP RECORDS	Permanent.
2004-56	VIOLATIONS/CORRECTION ORDERS	Five years
2004-57	WATER USAGE REPORTS	Permanent.
2004-58	WELLFIELD FILES	Permanent.

NOTE: Microfilm and Electronic Records must be separately scheduled unless the "records" are created in these media's.

^{*&}quot;UNTIL AUDITED or PROVIDED AUDITED" means: the years encompassed by the records has been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 of the Ohio Revised Code.*

^{***}THIS RETENTION SCHEDULE WILL SUPERCEDE ALL PREVIOUSLY APPROVED SCHEDULES