



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT 19 2016

STATE AND LOCAL
GOVERNMENT RECORDS

For State Archives - LGRP Use Only

Date Reviewed:

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

TRUMBULL COUNTY

AUDITOR – ALL UNITS

(local government entity)

Lora Supersak
(Signature of responsible official)

Deputy Auditor
(title)

9.14.2016
(date)

Section B: Records Commission

TRUMBULL COUNTY RECORDS COMMISSION

330 675-2518 (Lynn Wallace-Smith)
(telephone number)

160 High ST NW
(address)

Warren

(city)

44481

(zip code)

Trumbull

(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 _____ 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.

Charlotte A. Gaudrey
Records Commission Chair Signature

(name)

10/19/16
(date)

Section C: Ohio Historical Society - State Archives

Amanda D Rindler Local Government Records Archivist
Signature Title

10/29/16
(date)

Section D: Auditor of State

Martin E. Mue
Signature

Records Mgr
Title

11-15-16
(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



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Trumbull County Auditor- All Units

(local government entity)

(unit)

RC-3s are required by the County of Trumbull County Records Commission regardless of an RC-3 required by OHS-LGRP. An asterisk (*) after the Retention Period on specific Record Titles means an RC-3 is not required for that Record Title by Trumbull County Records Commission.

*Important: This Departmental Schedule will be used in conjunction with the Trumbull County General Retention Schedule approved on 7/24/2013.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods 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 either 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.

ELECTRONIC MAIL (e-mail) is a *format* on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

(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
* General Retention Schedule# 2013-4 A 2013-4 B 2013-4 C	ADMINISTRATION RECORDS ANNUAL BUDGETS: SEE GENERAL SCHEDULE 2013-4 A, B, and C A: Departments- fiscal allocation to a department B: Preparation Documents used to create annual budget C: FINAL ALLOCATION: Final budget approved- County Budget	A: Three Years B: Until no longer administrative value C: Permanent	Paper/ Electronic Microfilm Approval Date: 7/24/13		<input type="checkbox"/> ✓ (C)
ADM-01	ANNUAL REPORTS: Annual financial reports CAFR and PAFR documenting operations of Auditor's office and other county office.	Retain paper version until microform- to be retained permanently.	Paper/ Electronic Microfilm		<input checked="" type="checkbox"/> (Microfilm)
* General Retention Schedule# 2013-5	ANNUAL INVENTORIES: SEE GENERAL SCHEDULE 2013-5	Three years	Paper/ Electronic		<input type="checkbox"/>
* General Retention Schedule #2013-15	BLANK FORMS: SEE GENERAL RETENTION SCHEDULE 2013-15	Until obsolete or superseded*	Paper/ Electronic		<input type="checkbox"/>
ADM-02*	CASH REGISTER RECEIPTS: Daily and weekly receipts from registers throughout the Auditor's office.	Retain paper version until audited then destroy *	Paper		<input type="checkbox"/>
ADM-03	CONTRACTS: REA AND GENERAL FUND EXECUTED CONTRACTS- Agreements for the auditor's office for work, services, or products	Eight years	Paper/ Electronic		<input type="checkbox"/>
See General Retention Schedule 2013-26 A,B,C	CORRESPONDENCE: SEE GENERAL RETENTION SCHEDULE 2013-26 A- TRANSIENT, B- GENERAL C- EXECUTIVE	A Until no longer of administrative value * B One Year * C Three Years	Paper/ Electronic Approval Date: 7/24/13		<input type="checkbox"/>
ADM-04	DEPARTMENT BUDGET AND SUPPORTING WORK PAPERS: Tracking worksheets, spreadsheets, and supporting documents and budgets.	5 Years	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) RC-3 Required by OHS- LGRP
ADM-05	DEPARTMENT MANUALS, HANDBOOKS, POLICIES AND PROCEDURES: Human Resource manuals and policies, CAFR procedures, and employee handbook.	Until obsolete, superseded, or replaced.	Paper/ Electronic		<input type="checkbox"/>
ADM-06	DUPLICATE COPIES: Redundant copy of the same existing material, report, memo, document, communication, fiche or film	Until no longer of administrative value *	Paper/ Electronic		<input type="checkbox"/>
ADM-07	LEGAL NOTICES: Legal notices required by the Ohio Revised Code or other statutory body or legally sanctioned entity.	Maintain electronic version until no longer administratively needed, then destroy	Paper/ Electronic		<input type="checkbox"/>
ADM-08	MEETING MINUTES: Shows dates of meetings, names of members present and absent, summary of business transacted and actions taken. BOR meetings the county board of tax equalization, and record of action taken by the board on complaints.	Permanent Retain paper version until microformed, then destroy. Retain electronic version until no longer administratively needed, then destroy	Paper/ Electronic Microfilm		<input checked="" type="checkbox"/> (Microfilm)
ADM-09	PERFORMANCE BONDS ELECTED OFFICIALS: Performance bonds held for elected official	Three years after an official leaves office.	Paper/ Electronic		<input type="checkbox"/>
ADM-10	PRESS/NEWS RELEASES, SPEECHES, AND PRESENTATIONS: Compilation of materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Three years, retain paper version until scanned and checked, then destroy *	Paper/ Electronic		<input type="checkbox"/>
ADM-11*	PUBLICATIONS AND OFFICE COMMUNICATIONS: Newsletters, pamphlets, brochures, flyers, public communication, presentations, informational material, training material, office rosters, procedural rules and regulations.	Retain until no longer of administrative value *	Paper/ Electronic		<input type="checkbox"/>
ADM-12*	REFERENCE MATERIAL: Staff reference materials, revised code, state published manuals and reports.	Retain until no longer of administrative value *	Paper/ Electronic		<input type="checkbox"/>
ADM-13*	TRANSIENT COMMUNICATION: Telephone messages, drafts, email and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value, then destroy*	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) RC-3 Required by OHS- LGRP
ADM-14	COURT FINES: Monthly breakdown of paid court fines with disbursements	Three years	Paper		<input type="checkbox"/>
	BOOKKEEPING RECORDS/ACCOUNTS PAYABLE				
See General Retention Schedule 2013-33	FINANCIAL RECORDS: SEE GENERAL RETENTION SCHEDULE 2013-33 FINANCIAL RECORDS- including vouchers/warrants/PO's	Three years	Paper/ Electronic Approval Date: 7/24/13		<input type="checkbox"/>
AP-01	IRS FORMS 1099'S: Forms sent to vendors and IRS to report various types of income other than wages, salaries, and tips.	Four years	Paper		<input type="checkbox"/>
AP-02	IRS FORMS W-9'S: Form to request taxpayer identification number to properly establish vendors.	Four years	Paper		<input type="checkbox"/>
AP-03	IRS FORMS 1099 WORK PAPERS: Various spreadsheets, etc., used to tabulate the total amount paid to vendors for the purpose of accurately issue a 1099	Four years	Paper		<input type="checkbox"/>
AP-04	PURCHASE ORDER ADJUSTMENTS: Request from a Trumbull County Agency to close or reduce a purchase order and verification that the request was completed.	Until Audited	Paper/ Electronic		<input type="checkbox"/>
AP-05	UNCLAIMED COSTS RECORDS: Detail records for costs paid in and or transferred to unclaimed funds	Ten Years	Paper/ Electronic		<input type="checkbox"/>
AP-06	APPROPRIATION STATUS REPORTS-SUMMARY BY FUND: Report detailing the budget amount expenditures, encumbrances and current amount for a fund.	One year	Paper/ Electronic		<input type="checkbox"/>
AP-07	CLEARED PAYROLL WARRANTS REPORT: Daily listing of cleared payroll warrants by general ledger account per agency.	Until no longer of administrative value	Paper		<input type="checkbox"/>
AP-08	EXPENDITURE DETAIL HISTORY REPORT: A report of expenditures for an account or fund showing the detail transaction	One year	Paper/ Electronic		<input type="checkbox"/>

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 § 17-26 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-LGRP	(6) RC-3 Required by OHS- LGRP
AP-09	GENERAL LEDGER OBJECT CODE AND ORGANIZATION CODES GUIDES:	Three years	Paper/ Electronic		<input type="checkbox"/>
AP-10	JOURNAL ENTRIES: Displays documentation of a transaction in an accounting format showing the accounts affected, the amount of the change, and whether the change is an increase or decrease.	Three years	Paper/ Electronic		<input type="checkbox"/>
AP-11	PAID CAPITAL INVOICES REPORT: Daily listing of paid capital invoices by general ledger account per agency.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
AP-12	PAID INVOICES BY ACCOUNT REPORT: Daily listing of invoices paid by general ledger account per agency.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
AP-13	PURCHASE ORDER BY G/L SEGMENT: Report is run after final invoices are paid and before closing purchase orders for the year.	Three years	Paper/ Electronic		<input type="checkbox"/>
AP-14	PURCHASE ORDERS: Precedes a requisition, list of what has been received, quantity, price, shipping and other information pertaining to the order.	Three years	Paper/ Electronic		<input type="checkbox"/>
AP-15	REQUISITIONS: A list of department purchase request that precede a purchase order.	Three years	Paper/ Electronic		<input type="checkbox"/>
AP-16	REVENUE DETAIL HISTORY REPORT: A report of revenues for an account or fund showing the detail transaction.	Ten years	Electronic		<input type="checkbox"/>
AP-17	VOIDS AND REISSUE REPORT: Daily listing of voided and reissued invoices payments by general ledger account per agency.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
AP-18	WARRANT REGISTERS: A report listing warrants amounts paid, to whom. Warrant number and date	Three years	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) RC-3 Required by OHS- LGRP
	B & S RECORDS				
B&S-01	ALLOCATIONS OF UNDIVIDED LOCAL GOVERNMENT FUND: Annual report on distribution of estimated undivided local government fund for subdivisions, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information.	Three years	Paper/ Electronic		<input type="checkbox"/>
B&S-02	ALLOCATION OF UNDIVIDED LOCAL LIBRARY SUPPORT FUND: Annual report on distribution of estimated undivided local government fund for subdivision, and political subdivision, and allocation of future undivided local government funds. Includes population and square mile information.	Three years	Paper/ Electronic		<input type="checkbox"/>
B&S-03	10 MILL CERTIFICATE AND SUPPORTING DOCUMENTS: Certification of bond and supporting information.	Five years	Paper		<input type="checkbox"/>
B&S-04	BUDGETS, APPORTIONMENT SHEETS, AND CERTIFICATE OF ESTIMATED RESOURCES: Copies of budgets established for each taxing district showing fiscal year, valuation of taxable property, disbursements for past year, estimated balance at close of fiscal year, total requested amount allowed. Records of settlements with school districts and political subdivision for various types of taxes and state funding, rollbacks, and make whole credits. Copies of certificates certifying appropriations do not exceed the estimated budget balances for the taxing district.	Permanent, Retain paper version until micro formed permanently, then destroy	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/> (Microfilm)
B&S-05	DIRECT AND OVERLAPPING DEBT: Computation of overlapping debt of the assessed property value for unvoted debt.	Five years	Paper		<input type="checkbox"/>
B&S-06	ELECTION CERTIFICATIONS: Auditor certification of estimated revenue by political subdivision, the auditor certificate, supporting calculations, Board of Elections certifications request official ballot language, Board of Elections Certificate of Result.	Permanent, Retain paper version until micro-formed permanently, then destroy	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/> (Microfilm)

(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
B&S-07	MANUFACTURED HOME MH-1 REPORT: Valuation and taxes on manufactured home, like real and depreciated	Five years	Paper		<input type="checkbox"/>
B&S-08	MOBILE HOME TAX: Shows trailer registration number, owner name, address, name of court or park, amount of tax and penalty, manufacturer, model and serial number of trailer.	Retain electronic version until no longer administratively needed, then destroy	Electronic		<input type="checkbox"/>
B&S-09	SETTLEMENT LEDGERS: Ledger of distribution to the various political subdivision, by division	Permanent, retain paper until micro-formed permanently, then destroy	Paper/ Electronic		<input checked="" type="checkbox"/> (microfilm)
B&S-10	SUPPORTING DOCUMENTS FOR SETTLEMENT REPORTS: Reports of funds collected and disbursements, by political subdivision by fund and class of property, current and delinquent collections, homestead credit, rollback credits, TIP's, special assessments, Auditor and Treasurer fees, refunds, delinquent charges and advances, miscellaneous charges against real estate collections and credit of various county agencies charges, foreclosure filing fee cost and delinquent advertising costs.	Three years	Paper/ Electronic		<input type="checkbox"/>
B&S-11	SURPLUS REAL ESTATE ASSESSMENT FUND REPORT: Report calculating the surplus of REA Fund for distribution.	Five years	Paper		<input type="checkbox"/>
B&S-12	TAX RATES AND VALUES SUMMARY: A report by political subdivision in-county and out-of-county values by class of property. Summary of un-voted, voted and full tax rates, reduction factors, and effective rates and effective dates of each levy.	Permanent-paper version until micro-formed permanently	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/> (microfilm)
B&S-13	TAX LEVIES: TREASURER'S FORM 7 REPORT	Permanent	Paper		<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) RC-3 Required by OHS- LGRP
B&S-14	TOP TAXPAYER REPORT: A report of the top 25 taxpayer for each political subdivision, including assessed value, total annual tax, and annual tax estimated for political subdivision.	Retain electronic version until no longer administratively needed, then destroy	Electronic		<input type="checkbox"/>
	BOARD OF REVISION RECORDS				
BQR-01	BOR HEARING RECORDINGS, CASSETTE TAPES, & COMPACT DISK: Electronic copy of the audio portion of the actual case hearing.	One year- after audited	Paper/ Electronic		<input type="checkbox"/>
BOR-02	BOARD OF REVISION CASE FILES AND COMPLAINT FORMS, NOTICE OF APPEAL RECORD: Tax year, date filed, tax district, copy of the property record card, land and building values, total value for taxation complaints, hearing notices, affidavits, correspondence, hearing worksheet, decision letters, certified confirmation, copies of certificates, Board of Tax Appeals or Court of Common Pleas, original notice of appeal, and any other exhibits brought before the board. Contains complaint, tract number, description and location of land, findings of the board, revised values of land and buildings, and total value for taxation,DTE-1	One year- after audited	Paper/ Electronic	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.	<input type="checkbox"/>
ET-01	ESTATE TAX RECORDS: Record of inheritance taxes showing name of decedent, name and address of trustee or executor, case number, value of estate tax and tax assessed.	Two years after last entry	Paper		<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) RC-3 Required by OHS- LGRP
	FEDERAL REPORTS				
FR-01	ANNUAL REPORTS: CAFR, PAFR, & Federal Single Audit reports	Permanent, retain paper version until micro-formed permanently, then destroy	Paper/ Electronic		<input checked="" type="checkbox"/> <i>(Microfilm)</i>
FR-02	WORK PAPERS FOR ANNUAL REPORTS: Supporting documents for the annual reports, spreadsheets, financial reports, notes	Four years	Paper/ Electronic		<input type="checkbox"/>
FR-03	SUPPORT FOR JOURNAL ENTRIES: Supporting documents for journal entry request, inclusive of pay- in's, correspondence, reports, and electronic requests	Three years	Paper/ Electronic		<input type="checkbox"/>
FR-04	INVENTORIES OF FIXED ASSETS: Annual inventory of fixed assets, worksheet and supporting documents	Three years	Paper/ Electronic		<input type="checkbox"/>
FR-05	BOND REGISTERS: Registers of all bonds issued 7 YEARS AFTER MATURITY	Seven years after maturity	Paper		<input type="checkbox"/>
	FS RECORDS				
FS-01- Use General 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.	Five years	Paper/ Electronic		<input type="checkbox"/>
	GIS RECORDS				
GIS-01	ORTHOPHOTOS: Arial photographs of county for GIS compilation	Retain electronic version until no longer administratively needed	Electronic Media		<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) RC-3 Required by OHS- LGRP
GIS-02	PLANIMETRIC MYLAR: Original base maps of GIS	Retain electronic version until no longer administratively needed then destroy	Electronic Media		<input type="checkbox"/>
GIS-03	TOPOGRAPHIC MYLAR: Contour base maps of county w/contour of data of GIS	Retain electronic version until no longer administratively needed then destroy	Electronic Media		<input type="checkbox"/>
	HOMESTEAD RECORDS				
HMS-01	APPLICATION FOR HOMESTEAD EXEMPTION: Applications for senior citizens or disability property tax reductions	Five years	Paper		<input type="checkbox"/>
HMS-02	HOMESTEAD EXEMPTION LIST: List of taxpayers receiving senior citizen or disability property tax reductions.	Two years	Electronic		<input type="checkbox"/>
HMS-03	HOMESTEAD EXEMPTIONS DENIED: Denied duplicate and continuing applications with no administrative value.	One year	Paper/ Electronic		<input type="checkbox"/>
HMS-04	STATEMENT OF CONVEYANCE OF HOMESTEAD PROPERTY: (DTE101) Is completed when a property that has a homestead exemption credit is transferred.	Three years	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) RC-3 Required by OHS- LGRP
	AUDITOR- HUMAN RESOURCE RECORDS				
HR-01	JOB DESCRIPTIONS: Contains job class exempt, or nonexempt, duties, requirements and responsibilities, qualifications, salary ranges, title, and department.	Until superseded or abolished.	Paper/ Electronic		<input type="checkbox"/>
HR-02	LEAVE REQUESTS: Request for leave from and to date, hours used, type of leave used, approval or disapproval.	Three years	Paper		<input type="checkbox"/>
HR-03	PAYROLL (AUDITOR) RECORDS: Timesheets, accrual reports, proofs, earnings, deductions, and hours worked.	Three years	Paper		<input type="checkbox"/>
HR-04	TIME CARDS OR TIME SHEETS: Hours worked, accruals used, approved or not approved	Three years	Paper		<input type="checkbox"/>
HR-05	WORKMAN'S COMPENSATION FINANCIAL RECORDS: Annual Retrospective Rating Plan Statement (Ohio BWC). Summary of Annual Retrospective Rating Plan Statement by policy year and department (County); Schedules and supporting documents for calculation distribution of workers comp to appropriate departments (County); Summary of retrospective reserve balance (County); Invoices/Statements- payments, credits and receipts (Ohio BWC)	Ten Years	Paper/ Electronic		<input type="checkbox"/>
	LICENSES				
LIC-01	CIGARETTE LICENSES: Duplicate copies of license issued to traffic in cigarettes	Two years	Paper/ Electronic		<input type="checkbox"/>
LIC-02	DOG AND KENNEL REGISTER: Record of dog and kennel licenses issued	Retain until audited	Paper/ Electronic	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.	
LIC-03	DOG LICENSE APPLICATION AND TAGS: Original applications for license shows name and address of owner, description of dog, fee and date paid, change of address, no longer own, and tags.	Retain until audited	Paper/ Electronic		

(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
LIC-04	KENNEL LICENSE APPLICATIONS: Original application for kennel registration.	Retain until audited	Paper/ Electronic	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.	
LIC-05	JUNKYARD LICENSES: Contains name and addresses of applicant, location, names and addresses of partnership, association or corporation date of application and date of issue.	Retain until audited	Paper		
LIC-06	VENDORS LICENSES: (Original/Record Copy held by the State of Ohio) List of vendor licenses issued by the office to sell goods in a fixed place of business. Includes copies of the applications.	Retain one year after expiration or until superseded or obsolete	Paper/ Electronic		<input type="checkbox"/>
	MANUFACTURE HOME RECORDS				
MH-01	STATEMENT OF CONVEYANCE FEE (100M DTE): Manufacture Home conveyance for transfer	Three years	Paper Electronic		<input type="checkbox"/>
MH-02	STATEMENT OF EXCEPTION (100DTE EX): Manufacture Home exempts conveyance with reasons for exemption from conveyance tax.	Three years	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) RC-3 Required by OHS- LGRP
	PAYROLL RECORDS				
PR-01	BOOTH WORKERS PAYROLL REGISTERS: Name, (SS# obsolete from report) address, amount paid, election worked, when paid, warrant number, includes supplemental. <u>Not on-supplemental payroll registers for missed employees.</u>	Permanent Paper until microfilmed then destroy	Paper/ Electronic Microfilm		<input type="checkbox"/>
PR-02	DOCUMENTATION FOR DEDUCTIONS: Deferred Comp authorization, direct deposit authorization, by back authorizations, etc.	Until no longer of administrative value	Paper		<input type="checkbox"/>
PR-03	EMPLOYEE ALPHA REFERENCE INDEX LISTING:	Seventy five years	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
PR-04	EMPLOYEE EARNINGS RECORDS: All County Employees-Documentation of service related to payroll throughout the duration of an individual's employment; including Public Employees Retirement System Reports.	Seventy five years	Paper/ Electronic / Microfilm		<input type="checkbox"/>
PR-05	EMPLOYEE GROSS PAY LISTING: Annual report list of employees with cumulative amount paid.	Seventy five years	Paper/ Electronic		<input type="checkbox"/>
PR-06	EMPLOYEE REIMBURSEMENTS: Approved supporting document bundles per payday, Purchase order reduction Form, Employee # Name, Purchase Order #, Pay Code, Amount	Three years	Paper/ Electronic		<input type="checkbox"/>
PR-07	EMPLOYMENT TAX RETURNS: IRS Form: 94, Ohio IT-942 withholding tax deposit confirmation numbers, supporting documentation.	Three years	Paper/ Electronic		<input type="checkbox"/>
PR-08	GARNISHMENT DEDUCTIONS: Court orders. Child Support, tax levies, student loans, common pleas, and municipal court filings, bankruptcy, et. Al payoff worksheet.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
PR-09	IRS FORM W-2: Employee Social Security #, check location number, tax year,	Four years	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) RC-3 Required by OHS- LGRP
	employee name, employee address and applicable earnings data per employee for W-2				
PR-10	LOCAL & SCHOOL DISTRICT INCOME TAX REPORTS: School district income tax reports monthly school district income tax distribution report.	Until Audited	Paper/ Electronic		<input type="checkbox"/>
PR-11	OPERS FORM F-3 REQUEST FOR OPTIONAL EXEMPTION: Exemption from OPERS as a student working at a public school, college, or university where the student attends. Only approvals by OPERS are retained.	Permanent Records go through 1990- after that obsolete Paper until microfilmed then destroy	Paper Microfilm		<input type="checkbox"/>
PR-12	OPERS BUY BACK REPORT: Name, Social Security #, expected amount, deduction amount, period ending date, due date, detail payment confirmation with detail.	10 years	Electronic		<input type="checkbox"/>
PR-13	PAYROLL ACCRUAL REPORTS: Name, employee #, accrual type, balance last period, current period used and earned, pay period ending balance, Cycle is per pay period.	Permanent	Paper/ Electronic		<input type="checkbox"/>
PR-14	PAYROLL BALANCING: Deduction summary reports, adjustments and corrections, payroll proofs, supporting documents.	Until Audited	Paper/ Electronic		<input type="checkbox"/>
PR-15	PAYROLL SUMMARY REPORTS: Name, employee #, hours worked, pay rate; General Ledger account/allocation, deductions, employee net, employee gross year to date, quarter to date & fiscal cycle is per pay period.	Permanent	Paper/ Electronic		<input type="checkbox"/>
PR-16	PERS: Employee code, Social Security #, employee name, reportable wages, retirement contribution, OPERS pay period. Monthly report: Employee #, employee name, gross pay, employee contribution, employee PERS amount. From 01/01/2016 Forward	Forty Five years	Electronic		<input type="checkbox"/>

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.

(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
PR-17	RETIREMENT REPORTS (PERS & STRS): Name, social security #, monthly earnings, retirement contributions, up to December 2015. (This report will no longer be generated after 12/31/2015)	Permanent Paper until microfilmed then destroy	Paper/ Electronic Microfilmed		<input type="checkbox"/>
PR-18	RETIREMENT VOLUNTARY "BUY BACK" REPORT: Name, social security #, monthly deduction amount up to December 2015. (This report will no longer be generated after 12/31/2015)	Permanent Paper until microfilmed then destroy	Paper/ Electronic Microfilm		<input type="checkbox"/>
PR-19	STRS: Social Security #, Employee name, LOC, Employee amount, Employee gross wages,. STRS regulated and STRS 16 month reporting. Annual report: Social Security #, Employee #, Employee name, Employee earnings per payday and total accrued contributions, % service credit. From 01/01/2016 Forward	Forty Five years	Electronic		<input type="checkbox"/>
PR-20	STRS BUY BACK REPORTS: Name, Social Security #, contribution.	10 years	Electronic		<input type="checkbox"/>
PR-21	UNEMPLOYMENT BILLINGS: ODJFS BILLS: Monthly, Employee name, Social Security #, Agency, Org date paid/ week claimed, change or credit and amount. Journal entry information. Unemployment claim tracker mail spreadsheet: name, agency mail form.	Three years	Paper/ Electronic		<input type="checkbox"/>
PR-22	UNEMPLOYMENT REPORTS: Quarterly report- name, Social Security #, quarterly earnings per ORC Sec. 4141.20 Bureau of Labor Statistics form 3020	Three years	Paper/ Electronic		<input type="checkbox"/>
	REAL ESTATE RECORDS				

(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
RE-01	ABSTRACT OF MOBIL HOME TAX: Shows trailer registration number, owner name, address, name of court of park, amount of tax and penalty, manufacturer, model and serial number of trailer.	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
RE-02	ABSTRACT OF TAX: Auditor's abstract of real and personal taxes for the county; shows tax rate, real property valuation, personal property valuation, total valuation, allocations to various funds, total local levy, and grand total.	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
RE-03	ADDITION AND DEDUCTION LIST: Contains record of additions to or deductions from the tax list; shows names of tax district and property owner, description of tract, amount of addition or deduction, and reason for revision.	Six years after fiscal year provided audited	Paper/ Electronic		<input type="checkbox"/>
RE-04	APPRAISALS NEW BUILDINGS: Record of new buildings added to the tax list; shows names of owner tax district, description and location of lot, type of building, and appraised value for taxation.	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
RE-05	AUDITOR'S ASSESSMENT LIST: List of real property valuations for taxation and record of appraisals and assessments. This in on INTEGRITY DATABASE	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
RE-06	AUDITOR'S TAX LIST: List of taxes assessed against real property, record of special assessment, and record of exempted real property.	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
RE-07	AUDITOR'S TAX LIST-DELINQUENT: List of delinquent taxes assessed against real property within the county.	Two years	Paper/ Electronic		<input type="checkbox"/>
RE-08	EXEMPT REAL PROPERTY LIST: Record of land and buildings exempt from taxation, shows date, parcel number, valuation, description, and location of tract.	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
RE-09	FORFEITED LANDS AND LOTS: Records of land and lots forfeited and sold for delinquent taxes and penalties	Twenty-one years after last	Paper		<input type="checkbox"/>

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.

(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
		entry			
RE-10	LAND SALES: Instruments showing name of delinquent owner, description of tract or lot, date and amount of sale, buyer, delinquent tax, penalty, costs and amount due delinquent owner.	Two years	Paper/ Electronic		<input type="checkbox"/>
RE-11	RECORD OF TRANSFERS: Record of real property transfers- showing names of grantor and grantee, dates of transfer and filing, description and location of tract and amount of transfer tax.	Permanent Paper until microfilmed then destroy	Paper/ Electronic Microfilm		<input checked="" type="checkbox"/> (microfilm)
RE-12	SEWER ASSESSMENTS: Record of special assessments levied against property owners for sanitary sewers.	Five years	Paper/ Electronic		<input type="checkbox"/>
RE-13	TAX RATES (LEVIES): A property's value is assessed and the rate of taxation is set depending upon the voted millage within each political subdivision.	Permanent Paper until microfilmed then destroy	Paper/ Electronic Microfilm		<input checked="" type="checkbox"/> (microfilm)
RE-14	TRACT NUMBER VOID BOOK: Record of parcel numbers which have been changed.	Retain electronic version until no longer administratively needed, then destroy	Electronic		<input type="checkbox"/>
RE-15	STATEMENT OF CONVEYANCE FEE (100DTE)	Three years	Paper/ Electronic		<input type="checkbox"/>
RE-16	STATEMENT OF EXEMPTION (100DTE)	Three years	Paper/ Electronic		<input type="checkbox"/>
RE-17	PROPERTY RECORD CARDS: Contains name of tax district, parcel number, property owner, map, routing sequence, range, township, lot number, acreage, old and new value of lands and buildings, and valuation for taxation.	Retain electronic version until no longer administratively needed, then destroy	Paper/ Electronic		<input type="checkbox"/>
RE-18	FIELD REVIEW CARDS, RESIDENTIAL & COMMERCIAL:	Retain electronic	Electronic		

(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
	Contains parcel number, tax district, building characteristics, property description, and neighborhood classification.	version until no longer administratively needed, then destroy			<input type="checkbox"/>
RE-19	PROPERTY SPLIT WORK FILES: Information pertaining to splits of property	Six years	Electronic		<input type="checkbox"/>
RE-20	AUDITOR VALUE CHANGE CERTIFICATE: Changes in property value or class including exemption, BOR, CAUV, auditor's corrections, and omitted property, adders, remitters, correction orders and corrections to value made to the tax list duplicate.	Retain electronic version until no longer administratively needed, then destroy	Electronic		<input type="checkbox"/>
RE-21	ANNEXATION FILES AND LOGS ANNEXATION WORK RECORD LOGS: Work record logs	Permanent Paper until microfilmed then destroy	Paper Microfilm		<input checked="" type="checkbox"/> (Microfilm)
RE-22	MONEY OR CHANGE ORDER CERTIFICATES: Addition or correction orders.	Permanent Paper until microfilmed then destroy	Paper Microfilm		<input type="checkbox"/>
RE-23	BUILDING PERMITS: Received from various municipalities to assist in new construction valuation	Six months after current year	Paper		<input type="checkbox"/>
RE-24	APPLICATIONS FOR EXEMPTIONS: Original applications for the exemption of property from taxation.	Permanent Paper until microfilmed then destroy	Paper Electronic Microfilm		<input checked="" type="checkbox"/> (Microfilm)
RE-25	TRUMBULL COUNTY TAX RATES 1929-FORWARD: Real property tax rates dating to 1929	Permanent Paper until microfilmed then destroy	Paper/ Electronic Microfilm		<input checked="" type="checkbox"/> (Microfilm)
RE-26	CAUV CASE FILES: Current Agricultural Use Value All correspondence, contracts, set aside program applications, and renewals, soil maps.	Permanent Paper until microfilmed then destroy	Paper Electronic Microfilm		<input checked="" type="checkbox"/> (Microfilm)
RE-27	CAUV REPORTS: Current Agricultural Use Value	Permanent	Paper		

(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
	Reports created by auditor for internal use, parcel number, application, soil type, recoupment charge, acreage, legal descriptions, and values.	Paper until microfilmed then destroy	Electronic Microfilm		<input type="checkbox"/> ✓ (Microfilm)
RE-28	DTE FORM 23-A: Applications for remission of real property. Personal Property, and Manufactured Home's late payment penalty	Permanent Paper until microfilmed then destroy	Paper Microfilm		<input type="checkbox"/> ✓
RE-29	SUPPLEMENTAL ROLLBACK APPLICATIONS 2.5% ROLL BACK: Application from property owner necessary to receive tax reduction.	Permanent Paper until microfilmed then destroy	Paper Microfilmed		<input type="checkbox"/> ✓ (Microfilm)
RE-30	RENTAL REGISTRATION FORMS: Documents the owners of rental property that have registered their rental property with the county.	Two years or until transferred	Paper Electronic		<input type="checkbox"/>
RE-31	APPRAISAL ERROR FORMS: Used for correcting clerical errors.	Three years	Paper		<input type="checkbox"/>
RE-32	OIL AND GAS RETURNS: Contains detailed data on production of oil or gas on leased lands. No longer being created after Jan 1, 2016	Permanent Paper until microfilmed then destroy	Paper Microfilm		<input type="checkbox"/> ✓ (Microfilm)
RE-33	OIL WELL LISTS: List of oil and gas wells, their production and revenue, who owns them, and where they are located. No longer being created after Jan 1, 2016	Permanent Paper until microfilmed then destroy	Paper Microfilm		<input type="checkbox"/> ✓ (Microfilm)
	WEIGHTS AND MEASURES				
WM-01	WEIGHTS AND MEASURES INSPECTION FORMS: Retail motor fuel dispensers, UPC scanner, package checking random; count and volume, taxi meters, timing devices, linear, complaint form, devices for commercial scales.	Two years	Paper		<input type="checkbox"/>