



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OCT 19 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Gov

TRUMBULL SOIL & WATER CONSERVATION DISTRICT

(local government entity)

(unit)

Kathleen L. Telego
(signature of responsible official)

Kathleen L. Telego
(name)

Administrative Asst
(title)

10/17/2016
(date)

Section B: Records Commission

Trumbull County

330 675-2518

Records Commission

Warren
(city)

44408
(zip code)

(telephone number)

Trumbull
(county)

(address)

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.

Paula A. Rodfrey
Records Commission Chair Signature

10/19/16
Date

Section C: Ohio Historical Society - State Archives

Amanda D. Rindler
Signature

Local Government Records Archivist
Title

10/29/16
Date

Section D: Auditor of State

Martin E. Miller
Signature

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



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Page 2 of 8

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.

Section E: Records Retention Schedule

Trumbull County Soil and Water Conservation District
(local government entity)

(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
0.0	Records Retention & Disposition files – completed RC-1, 2 or 3 forms	Permanent	Paper		<input type="checkbox"/>
1.1	Cooperative Conservation Agreement – OSWCC No. 30, OSWCC No. 31, EPA Assistance Agreement Amendment	Permanent	Paper		<input type="checkbox"/>
2.0	District Elections and Reorganizations – Candidate bios, Letters of Intent, Election Results, Past Supervisors, Election Registries, Affidavits, Reorganization Notices, Oath of Office, Supervisor ID & Signature Cards, Exemption forms for CE	Permanent	Paper		<input checked="" type="checkbox"/>
3.0	Legislative and Legal – Legal Opinions, Laws SB 160, HB 88, Pending Legislation, Civil Rights Laws, Non-discrimination statement, Legal notices, Public Records Requests	Permanent	Paper		<input checked="" type="checkbox"/>
4.0	Memorandums of Understanding – Local, City, State, Federal, SWCDs, NRCS, ODNR, Western Reserve R C & D, TC Fairgrounds, OSUE, Soil Conservation Service	Permanent	Paper		<input checked="" type="checkbox"/>
5.0	Minutes of District Board Meetings – Official Minutes, orders and decisions of SWCD Board during regular, special and emergency meetings	Permanent	Paper /electronic		<input checked="" type="checkbox"/>
6.2	Surety Bond and Bond Renewal Invoices – bond insurance for employees and board members	2 years after expiration	Paper		<input type="checkbox"/>
6.3	District Equipment Inventory Record – Inventory of all office equipment, furniture, diagnostic equipment, computers and other District Property	3 years after audit completed	Paper /electronic		<input type="checkbox"/>
6.4	Employment Policies – Rules, regulations and procedures	Retain 5 years after superseded or obsolete	Paper /electronic		<input type="checkbox"/>
6.5	Job Descriptions – documents detailing the classification, needed experience, education, physical requirements and duties by position title	Until superseded or abolished	Paper /electronic		<input type="checkbox"/>
6.6	Leases & Rentals – contracts for lease of equipment & property	Permanent	Paper		<input type="checkbox"/>
6.7	Equipment Space and Liability Insurance Policies – CORSA Declaration Sheets listing terms and conditions between TSWCD and	2 years after expiration	Paper		<input type="checkbox"/>



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Page 3 of 8

(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
	insurance provider				
6.8	License and Permits – Documents affirming requirements being met as prescribed by issuing agency	Permanent	Paper		<input type="checkbox"/>
6.9	Tax Exemption No./Federal ID No.	Permanent	Paper		<input type="checkbox"/>
8.0	OFSWCD Organizational Policies, Bylaws, Officers, and Directors, Flowchart	Until updated	Paper		<input type="checkbox"/>
9.0	District Annual Plan of Operations – Long range plans, Annual Plans of Operations, District Committee Assignments, NACD Workload Analysis	Current until updated	Paper /electronic		<input type="checkbox"/>
10.0	Budget and Finance – worksheets, temp and permanent budgets, county printouts	Three years after audit completed	Paper /electronic		<input type="checkbox"/>
12.0	Special Fund – Purchase orders, invoices, payment sheets, Appropriation Summaries	Three years after audit completed	Paper		<input type="checkbox"/>
12.4	Employee Payroll Records – Original held by County Auditor which shows rate of pay, pay periods, gross pay and deductions for each employee	Permanent	Paper		<input type="checkbox"/>
12.5	Vendor Information – vendor number and tax ID	Permanent	Paper		<input type="checkbox"/>
13.0	District Fund – records pertaining to payables, receivables, bank statements, bills, receipts, canceled checks, vouchers and financial transactions to and from the District Checking Account	Three years after audit completed	Paper /electronic		<input type="checkbox"/>
14.0	Financial Statements – Form 11 – signed and certified documents listing local funds received that are eligible to be matched by state funds	Five years after audit completed	Paper		<input type="checkbox"/>
15.0	Annual Cash Basis Report – Comprehensive annual financial report and combined fund balances	Five years after audit completed	Paper /electronic		<input type="checkbox"/>
16.0	Audit Reports – Internal & State	Five years after audit completed	Paper /electronic		<input type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

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Page 4 of 8

(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
21.0	Correspondence – Messages sent and received by any media including letters, memos, faxes, email messages, misc. A) Transient - Communications which convey temporary information in lieu of oral communications B) General – Request for information pertaining to interpretations and other misc inquiries. (Informative and does not influence policy) C) Executive – Correspondence of the executive staff dealing with significant aspects of policies, procedures, program, fiscal and personnel matters D) Email – records sent, received or drafted using electronic mail. In general, the sender holds the record copy. Email should be retained electronically rather than paper as conversion to paper may cause loss of the electronically attached metadata.	Retain according to content Until no longer of administrative value 1 Year 3 years. If content requires longer retention, appraise for historical value. Retain according to content of the record series	Paper /electronic		<input type="checkbox"/>
23.0	OFSWCD (Area II) – Bulletins, recommendations, correspondence, House & Senate communications	Retain according to content of the record series	Paper /electronic		<input type="checkbox"/>
24.0	Ohio Soil and Water Commission - Bulletins, recommendations, correspondence, House & Senate communications	Retain according to content of the record series	Paper /electronic		<input type="checkbox"/>
25.0	NACD - Bulletins, recommendations, correspondence, House & Senate communications	Retain according to content of the record series	Paper /electronic		<input type="checkbox"/>
26.0	NRCS - Bulletins, recommendations, correspondence, House & Senate communications	Retain according to content of the record series	Paper /electronic		<input type="checkbox"/>
27.0	Department of Natural Resources - Bulletins, recommendations, correspondence, House & Senate communications	Retain according to content of the record series	Paper /electronic		<input type="checkbox"/>
28.0	Other SWCD Support Organizations - Bulletins, recommendations, correspondence, House & Senate communications	Retain according to content of the record series	Paper /electronic		<input type="checkbox"/>
30.0	Equipment Operation/Maintenance – owner manuals, warranty information and maintenance records	Until superseded	Paper		<input type="checkbox"/>
32.0	Vehicles – copies of titles, registrations, purchase documents, tags	Retain during ownership of vehicles, then destroy one year after all rights removed	Paper		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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Page 5 of 8

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40.0	Information and education – all adult and youth educational programs such as contests, educational tours, clinics meetings, workshops and displays	Until updated or superseded	Paper /electronic		<input type="checkbox"/>
43.0	News Releases (1950 – current)	Until no longer of administrative value/Appraise for historical value	Paper		<input type="checkbox"/>
44.0	Newsletters – District publications	Permanent	Paper /electronic		<input checked="" type="checkbox"/>
45.0	Mailing Lists – newsletter, sales' customers, elected officials,	Until updated	Electronic		<input type="checkbox"/>
48.0	Easement Documents – legal document describing easement and subsequent requirements	Permanent	Paper		<input checked="" type="checkbox"/>
53.0	Conservation Works of Improvement Projects – rules for drainage projects completed under SB160 program petition process	Permanent	Paper		<input type="checkbox"/>
54.0	Grants – special programs which offer monetary incentives for implementing conservation practices, educational programs etc	Three years after audit completed	Paper		<input type="checkbox"/>
55.0	Drainage Program – Army Corps stream alteration permit process	Until updated	Paper		<input type="checkbox"/>
56.0	Stream Monitoring – records from various groups who have done monitoring	Permanent	Paper/ electronic		<input checked="" type="checkbox"/>
60.0	District Personnel Files – applications, prior service records, evaluations, commendations, disciplinary actions, background checks, training plans	Permanent	Paper		<input type="checkbox"/>
62.0	Applications and Resumes of job applicants not hired	Three years after received	Paper		<input type="checkbox"/>
63.0	Benefit Information – information on available benefits	Until updated	Paper		<input type="checkbox"/>
71.0	Annual Meeting Program – Programs for yearly meetings including agenda, award winners, accomplishments	Permanent	Paper /electronic		<input checked="" type="checkbox"/>
72.0	Annual Reports – Annual summary of accomplishments, assistance calls, inspections etc. summarized for the Soil & Water Commission and elected officials. After 2008, all annual reporting is collected through the Time Keeping Program used throughout Ohio "SWIMS"	Permanent	Paper /electronic		<input checked="" type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

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Page 6 of 8

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82.0	OSWCC Blank Forms	Until updated	Paper /electronic		<input type="checkbox"/>
91.0	Pollution Abatement – complaints and investigations of animal waste, sediment runoff and timber harvest	Permanent	SWIMS		<input type="checkbox"/>
94.0	Tree Sale Orders – order sheets	Three years after audit completed	Paper /electronic		<input type="checkbox"/>
95.0	Fish Sales – order sheets	Three years after audit completed	Paper /electronic		<input type="checkbox"/>
97.0	Aerial Photographs – 1938, 1951, 1959, 1966, 1972, 1974, 1979 (not complete sets)	Permanent	Paper		<input checked="" type="checkbox"/>
98.0	Topographical maps – by quadrangle	Permanent	Paper		<input checked="" type="checkbox"/>
99.0	Engineering Plans – Plans for recreational ponds before 2005..	Permanent	Paper		<input checked="" type="checkbox"/>
100.0	Past Assistance Notes – cooperator's files of assistance provided to landowners at their request for implementing conservation practices	Permanent	Paper		<input type="checkbox"/>
101.0	Past Farm Foliage Tour – Program guides and maps	Permanent	Paper /electronic		<input checked="" type="checkbox"/>
103.0	Phase II Annual Reports – Report to the EPA addressing the status of Storm Water Management Program (SWMP) implementation for the 16 Phase II Communities in Trumbull County	Five years	Paper /electronic		<input type="checkbox"/>
103.1	Phase II Correspondence – notices and bulletins to the Phase II Communities	Permanent	Paper /electronic		<input type="checkbox"/>
103.2	Phase II MOUs – agreements between Trumbull SWCD and the 16 Phase II Communities for Stormwater Mgmt	Permanent	Paper /electronic		<input type="checkbox"/>
104.0	Phase II Community Information – specific demographics for each of Trumbull SWCD's 16 Phase II Communities	Five years	Paper /electronic		<input type="checkbox"/>
105.0	Phase II MCM3 Program elements for MCM 3 Illicit Discharge Detection and Elimination include: <ul style="list-style-type: none"> • Legal Authority • Mapping • Field Screening • Investigation of Potential Illicit Discharges 	Five years	Paper /electronic		<input type="checkbox"/>



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Page 2 of 8

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	<ul style="list-style-type: none"> • Spill Response and Prevention • Public Awareness and Reporting Program • Preventing Sanitary Sewer Discharges • Education and Training 				
106.0	Storm Water Annual Reports – submitted yearly to the county commissioners and to the EPA	Permanent	Paper /electronic		<input checked="" type="checkbox"/>
107.0	Storm Water Plan – Storm water pollution prevention plan in accordance with the County and EPA's Erosion & Sediment Control Rules	Permanent	Paper /electronic		<input checked="" type="checkbox"/>
111.0	HIPPA Privacy	Until updated	Paper		<input type="checkbox"/>
113.0	SWPPP – permits, storm water prevention plans, inspection letters, inspection notes, correspondence for Closed Construction Projects	Permanent	Paper/ electronic		<input checked="" type="checkbox"/>
114.0	SWPPP – permits, storm water prevention plans, inspection letters, inspection notes, correspondence for Construction Projects In progress	Current	Paper/ electronic		<input type="checkbox"/>
116.0	Permit Applications – contractor applications for the Erosion & Sediment Control Permit	Five years after audit completed	Paper		<input type="checkbox"/>
117.0	DAM EAPs – plans for dam owners to follow in the event of dam failure or near failure		Paper/ electronic		<input type="checkbox"/>
124.0	SWIMS Time Sheets – employee timesheets completed in the Soil & Water program used in Ohio		Paper/ electronic		<input type="checkbox"/>
125.0	Receipt Books – record of sales, donations, fees and other income	Three years after audit completed	Paper		<input type="checkbox"/>
126.0	SWCD Incorporation – articles of incorporation from 1950	Permanent	Paper		<input checked="" type="checkbox"/>
127.0	Bulletins, Posters, and Notices to Employees	Until updated	Posters		<input type="checkbox"/>
131.0	Photo File – photos documenting district programs, activities and conservation assistance.	Permanent	Prints & slides		<input checked="" type="checkbox"/>
132.0	Goodyear Reports – reports compiled by Trumbull SWCD before Annual reporting became electronic	Permanent	Paper		<input checked="" type="checkbox"/>



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Local Government Records Program

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Page 8 of 8

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR
The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.