Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION
OCTOBER 19 2023

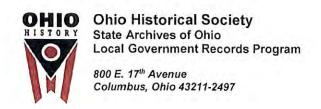
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STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

TRUMBULL COUNTY (local government entity)	1 1	AUTO TITLE (unit)	TLE DEPARTMENT	
signature of responsible official)	KAREN INFA (name)	NTE ALLEN CLERK OF COURTS (title)	10/a/2023 (date)	
Section B: Records Commission				
TRUMBULL COUNTY		(330) 675-2518		
Records Commission		(telephone number)		
160 HIGH STREET NW, 1st FLOOR	WARREN	44481	TRUMBULL	
address)	(city)	(zip code)	(county)	
hereby certify that our records commiss isted on this form and any continuation s series from being destroyed, transferred disposed of which pertains to any pendir	sion met in an open meeting sheets. I further certify that , or otherwise disposed of in	, as required by Section 121.22 ORC our commission will make every effor	, and approved the sc t to prevent these reco	
I hereby certify that our records commissions that do not have form and any continuation is series from being destroyed, transferred disposed of which pertains to any pendir commission.	sion met in an open meeting sheets. I further certify that , or otherwise disposed of in	, as required by Section 121.22 ORC our commission will make every effor	, and approved the sc t to prevent these reco	
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I hereby certify that our records commissions on this form and any continuation is series from being destroyed, transferred disposed of which pertains to any pendir commission. Records Commission Chair Signature	sion met in an open meeting sheets. I further certify that on otherwise disposed of in glegal case, claim, action of the state Archives	, as required by Section 121.22 ORC our commission will make every effor	, and approved the sc t to prevent these reco	
To have this form returned to the Record I hereby certify that our records commiss listed on this form and any continuation s series from being destroyed, transferred disposed of which pertains to any pendir commission. Records Commission Chair Signature Section C: Ohio Historical Society - St Signature	sion met in an open meeting sheets. I further certify that on otherwise disposed of in glegal case, claim, action of the state Archives	as required by Section 121.22 ORC our commission will make every effor violation of these schedules and tha or request. This action is reflected in	t, and approved the sc t to prevent these reco t no record will be kno the minutes kept by th	
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Section E: Records Retention Schedule TRUMBULL COUNTY CLERK OF COURTS, AUTO TITLE DIVISION

(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
COCAT-01	BANK RECORDS Canceled checks, deposit slips and statements	Retain for three (3) years, provided audited	Paper	encompas	eans: the yea sed by the re
COCAT-02	INDEX TO TITLES (ALPHABETICALS) 3 x 5's of live records (pre-1993 when computerized). OBSOLETE RECORDS	Retain while of continuing and administrative value	Paper	have been audited by Auditor of State and audit report has beer released pursuant to	
COCAT-03	DATABASE State Database – Automated Title Processing System (ATPS). **The following records series are included in State Database.	Database maintained by State of Ohio	Electronic	Sec. 117.2	
COCAT-04	DAILY REPORTS/DAILY WORK SLIPS Daily cash reports and individual Deputy Clerks' work slips showing transaction	Retain for three (3) years, provided audited	Paper		
COCAT-05	DAILY REPORTS Entered into State Database	Records maintained by State of Ohio	Electronic		
COCAT-06	RECEIPTS For cancellations and all cash collected	Retain for three (3) years, provided audited	Paper		
COCAT-07	RECEIPTS Scanned for local access	Retain for three (3) years, provided audited	Electronic		
COCAT-08	RECEIPTS Entered into State Database	Records maintained by State of Ohio	Electronic		
COCAT-09	TITLES Including bills of sales and duplicates (ORC 4505.08). **NOTE: Some customers' titles have an "Electronic" lender, so paper is only produced when the customer requests a copy after loan is paid in full	Retain for seven (7) years, EXCEPT retain Manufactured Homes for thirty (30) years	Paper		
COCAT-10	TITLES Scanned for local access	Retain for seven (7) years, EXCEPT retain Manufactured Homes for thirty (30) years	Electronic		
COCAT-11	TITLES Entered in EDIS State Database	Retain for five (5) years maintained by State of Ohio			



Ohio Historical Society State Archives of Ohio Local Government Records Program

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

(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	
COCAT-12	JUNK TITLES Entered into EDIS State Database	Retain for five (5) years. Maintained by State of Ohio	Electronic			
COCAT-13	LADR REGISTRATION APPLICATIONS Limited Authority Deputy Registrar (LADR) Agency record of all daily LADR transactions in State's Electronic Business Application System (BASS)	Thirty (30) months following date of transaction, or as BMV otherwise directs	Paper			
COCAT-14	LADR END OF DAY REPORTS Limited Authority Deputy Registrar (LADR) Agency record of all daily LADR transaction in State's Electronic Business Application System (BASS)	Three (3) years from report date, or as BMV otherwise directs	Paper			
COCAT-15	LADR FIELD ACTIVITY REPORTS Annual Limited Authority Deputy Registrar (LADR) field activity reports including site evaluation and annual evaluations.	Three (3) years from report date, or as BMV otherwise directs				