

OHIO HISTORY CONNECTION

APRIL 21 2023

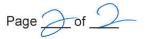
STATE AND LOCAL GOVERNMENT RECORDS



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government UniTrumbull County Recorder - (local government entity)/	Records Center & Archives	(unit)			
(signature of responsible official)	Lynn Wallace-Smith (name)	n Records Manager (title)	04/04/2023 (date)		
Section B: Records Commission Trumbull County (330) 675-6615					
Records Commis	sion	(telephone number)			
160 High St NW		44481	Trumbull		
(address)	(city)	(zip code)	(county)		
listed on this form and any continua series from being destroyed, transfe	nmission met in an open meeting, as tion sheets. I further certify that our of erred, or otherwise disposed of in viol ending legal case, claim, action or re	commission will make every ation of these schedules ar	y effort to prevent these records and that no record will be knowingly		
Records Commission Chair Signatu	ire /		Date		
Section C: Ohio Historical Societ	y - State Archives				
	Government Rec	ords Archivist	4/26/2023		
Signature	Title		Date		
Section D: Auditor of State					
Signature			Date		
	Note: The State Archives retains				





Ohio Historical Society State Archives of Ohio Local Government Records Program

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

Section E: Records Retention Schedule Records Center & Archives

(local government entity)	(unit)	

(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
REC-23-01	Records Center & Archives Annual Reports Older files up to 1992 – Cannot locate 1992-2012 not complete- organized to the best of our ability 2012- present Annual Report Submitted to the Trumbull County Recorder and the Trumbull County Board of Commissioners	Permanent	Paper/ Electronic		
REC-23-02	Department Record Requests Forms Records documenting office or departmental requests for records from the Records Center & Archives	2 years after files are returned	Paper/ Electronic		
REC-23-03	Department Transfer/Intake Forms Records documenting the transfer of records from the office/departments to the Records Center & Archives for storage and/or archive processing	Retain until entered into the FileBridge Tracking Database	Paper/ Electronic		
REC-23-04	Record Request Log / Spreadsheet Record documenting and tracking public record requests to the Records Center & Archives from the public.	2 years	Paper/ Electronic		
REC-23-05	Records Microfilm Log 2012 – present Record documenting the information of department records archived to microfilm.	Permanent	Paper/ Electronic		