

| For State | Archives - | - LGRP | Use Only | y |
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Date Reviewed:

**OHIO HISTORY CONNECTION** 

**APRIL 25 2025** 

Form Scanned:

STATE AND LOCAL **GOVERNMENT RECORDS** 

# RECORDS RETENTION SCHEDULE (RC-2) – Part 1 SEE INSTRUCTIONS BEFORE COMPLETING THIS FORM. MUST BE SUBMITTED WITH PART 2

| Section A: Local Government Unit   | (To complete this form o  | nline, use "tab" key to jump fr   | om box to box.)   |
|--|---|---|---|
| Trumbull County Agencies, Boards,  | Commissions, Offices  | County General Ret  | ention Schedule   |
| (Local Government Entity)  |   | (Unit)  |   |
| Alpha Moth   | Lynn Wallace-Smith  | Records Manager   | April 24, 2025  |
| (Signature of Responsible Official)  | (Name)  | (Title)   | (Date)  |
| Section B: Records Commission  |   |   | 9   |
| Trumbull County  |   | 330.675.2518  |   |
| (Records Commission)   |   | (Telephone Number)  |   |
| 160 High ST  | Warren  | 44481   | Trumbull  |
| (Address)  | (City)  | (Zip Code)  | (County)  |
| To have this form returned to the Reconstruction of the Reconstruc | es to all county departments modifies nor supersedes are no meet in an open meeting, as eets. I further certify that our or otherwise disposed of in violation. | and agencies under the jurisdi<br>y specific departmental or age<br>required by Section 121.22 ORC<br>ommission will make every effort<br>ation of these schedules and that | and approved the schedules<br>to prevent these records<br>no record will be knowingly<br>the minutes kept by this |
| Records Commission Chaîr Signature   |   | Date  |   |
| Section C: Ohio History Connection –   | State Archives  | -   |   |
|  | Govern  | ment Records Archivist  |   |
| Signature  | Title   | Date  |   |
| Section D: Auditor of State  | to a  |   |   |
| Signature  |   | Date  |   |



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Please Note: The State Archives retains RC-2 forms permanently.

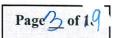
It is strongly recommended that the Records Commission retain a permanent copy of this form

This **County General Retention Schedule** covers records commonly found in county offices and departments. The General Schedule may not address every record that a particular office may have in its possession. The General Schedule does not mandate that any of the records listed on the schedule be created. However, if the records are created in the normal course of business, the schedule establishes a retention period. The retention periods specified herein are either required by statute or have been determined by best practice. Records may not be disposed of until all audits are released and audit discrepancies have been settled. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request.

**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

Any record created by an office or department not listed on the General Schedule must be listed on a **Department Specific Schedule**. The Department Specific Schedule addresses records that are unique to that office or department. Department Specific Schedules always supersede the General Schedule. Department Specific Schedules only address records of the office or department named on the schedule, and may not be used by another office or department.

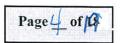




# **RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

| Section E:         | Records Retention Schedule   |  |                               |   |                                     |  |
|--------------------|--|--|-------------------------------|---|-------------------------------------|--|
| Trumbull (         | County   | County Gen   | eral Retention                | n Schedule  |                                     |  |
| (Local Gov         | ernment Entity)  | (Unit)   |                               |   |                                     |  |
| (1)                | (2)  | (3)  | (4)                           | (5)   | (6)                                 | (7)  |
| Schedule<br>Number | Record Title and Description   | Retention Period   | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-1     | Accident Reports/Files  Report of personal injury or property damage involving a county vehicle or occurring on county property.  (Transfer reports of Blood Borne Pathogen/Hazardous Material Exposure/ Workers Compensation Claims to Human Resources) | 6 years, provided no action pending. Maintain one copy of employee injury report in personnel file | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-2     | Accrual/Usage Reports  Report of vacation, sick, compensatory, and personal time balance by employee.  (Departmental copy, original held by Auditor's Office.)   | 1 Year  (Departmental copy, original held by Auditor's Office.)                                    | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-3     | Activity Reports  Reports compiled to detail financial, statistical, and/or operational data   | 2 Years  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-4     | Agendas of Board/Executive Meetings  A list of items to be discussed and/or acted upon during a regular or special meeting.  | 2 Years  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-5     | Annual Reports  Report containing substantive information of operations, policies, procedures, and planning.   | Until Microfilmed  | Paper<br>and/or<br>Electronic |   | $\square$                           | $\boxtimes$  |





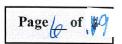
(1)(2)(3)(4)(5)(6)(7)RC-3 For Use RC-3 Required by by Schedule Required TrumbullCo Record Title and Description **Retention Period** Media Type Auditor of Number by OHSunty State or LGRP Records **OHS-LGRP** Commission Applications for Employment -Unsuccessful/Not Hired Paper 2025-2 year, after receipt and/or GRS-6 Application submissions for open job Electronic positions not chosen for employment, including unsolicited resumes. Until superseded, Paper Audiovisual, Public Relations & obsolete, or and/or **Training Materials** 2025replaced. Appraise electronic GRS-7 Materials and resources compiled or for historical value. and/or created for presentations, public relations No RC-3 required if audio/video events, and/or training exercises. not of historical value tape. Audit Reports (Federal, State, Internal) Paper 2025-Financial examinations and reports issued and/or X 5 years GRS-8 by the Federal Government, Auditor of Electronic State, independent auditing agencies, or conducted internally per O.R.C. 117.26. **Authorization Forms** Paper 2025-Place in personnel Departmental copy of forms authorizing and/or GRS-9 file employee use of e-mail, internet, Electronic telephone, fuel cards, etc. **Attendance Records** Paper 2025-Documents about employee and/or 2 years GRS-10 attendance at work including leave Electronic requests Back-up Data Retain for system 2025backup cycle, then Electronic Computer generated backup tapes and GRS-11 delete, erase or and/or tape data created, used and maintained for destroy data disaster recovery purposes Confiscate upon Paper termination of Badges & IDs and/or 2025employment, or plastic Employee identification badges, keyless GRS-12 superseded, updated and/or entry devices, and related records. or obsolete and then electronic destroy





(1)(2)(4) (5)(6)(7)RC-3 For Use RC-3 Required by by Schedule Required TrumbullCo Media Type **Record Title and Description Retention Period Auditor of** Number by OHSunty State or LGRP Records **OHS-LGRP** Commission **Benefits Cost Summary Report** 1 year, provided Report listing transfer of departmental audited\* funds for insurance expenses and a Paper 2025summary of insurance benefits by and/or GRS-13 (Departmental copy, employee. electronic original held by Auditor's Office.) (Departmental copy, original held by Auditor's Office.) Bids (Original - Successful) 8 years after expiration of contract Records documenting, publicizing, hearing, if signed after Paper and awarding quoted bids from vendors for 2025-9/28/2012; Contracts services or merchandise including bonding and/or X GRS-14 signed prior to information, specification sheets, bid forms Electronic 9/28/2012 15 years and amounts, references, etc that require a after expiration contract. Incorporate into contract file. See O.R.C. 2305.06. Bids (Original - Successful - No Contract) Records documenting, publicizing, hearing, Paper 2025and awarding quoted bids from vendors for and/or  $\bowtie$ 5 years GRS-15 services or merchandise including bonding Electronic information, specification sheets, bid forms and amounts, references, etc. that do not require a contract. -Bids that require contract incorporate within contract file Bids (Unsuccessful) Paper 2025-2 years and/or X GRS-16 Bids not awarded. Electronic **Blank Forms** Paper 2025-Until obsolete or and/or GRS-17 Obsolete, unneeded, unused or superseded superseded. Electronic forms. Non-historical materials retain until Blue Prints, Vellums, Drawings, information is Paper Tracings, Mylar GRS-18 V X superseded, and/or Pictorial records not listed on departmental obsolete, or Electronic retention schedule. replaced. Appraise for historical value.





(1)(2)(5)(6)(7)RC-3 For Use RC-3 Required by by Schedule Required TrumbullCo Record Title and Description **Retention Period** Media Type Auditor of Number by OHSunty State or LGRP Records **OHS-LGRP** Commission IRS rule 5.70. Retain for three years after **Bond Documents** the last bond has retired, or, if Paper 2025-Records of bonds issued for long-lived applicable, until and/or XGRS-19 capital projects, such as for roads, three years after the Electronic bridges, etc. last bond of Refunding issue has been retires **Bond Register** 7 years after final Paper 2025- $\boxtimes$ maturity of notes or and/or GRS-20 Register containing listing of bonds Electronic outstanding bonds **Budget, Annual Departmental/Office** 3 years, provided audited\* Annual fiscal allocation to department or Paper 2025agency and/or X GRS-21 (Departmental copy, Electronic original held by (Departmental copy, original held by Auditor's Office.) Auditor's Office.) **Budget Preparation Documents** Paper 2025-2 Years and/or GRS-22 Preparation documents used to create Electronic annual budget. **Bulletins, Posters, Notices, Image Files** Paper 2025-Until no longer of Announcements and informal notices and/or GRS-23 administrative value. including unsolicited information related to Electronic job functions. Calendars Paper 2025-3 months, after end Desk and appointment calendars used to and/or GRS-24 of calendar year. keep track of scheduled meetings and Electronic events in conjunction with job functions. Until no longer of Cell Phone Records administrative value. County-issued cellular phone logs, Paper 2025statements, reports, etc. and/or GRS-25 (Departmental copy, Electronic (Departmental copy. Original Statements original held by are held according to Auditor's Office Auditor's Office.) Retention Schedule)



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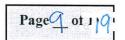
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|--------------------|--|---|-------------------------------|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description   | Retention Period  | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-26    | Compliance Reports  Standard reports required to be filed by regulatory agencies.  | 5 years, provided audited*  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-27    | Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.  | Place in personnel file.  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-28    | Contracts, Agreements & Leases  Legal agreements with individuals, organizations, or entities to procure goods and/or services. See O.R.C. 2305.06   | 6 years**  If agreement is less than 2 years – keep 1 (one) additional year after end of contract.  1-year contacts – 2 years | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-29    | Cookies (Computer)  Small text files containing a unique ID tag placed on a user's computer by a website.  | Until no longer of administrative value.  | Electronic                    |   |                                     |  |
| 2025-<br>GRS-30    | Additional copies of records or images made for convenience/personal use which are no longer required and serve no useful purpose.   | Until no longer of administrative value.  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-31    | Correspondence (Transient)  Communication which conveys information of temporary importance in lieu of oral communication, (i.e. drafts, meeting notices, referral letters, requests for routine information or publications which are answered by standard form letter. | Until no longer of administrative value.  | Paper<br>and/or<br>Electronic |   |                                     |  |





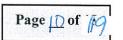
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|--------------------|--|---|-------------------------------|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description   | Retention Period  | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-32    | Correspondence (General)  This includes both internal and external correspondence; also correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative and does not attempt to influence agency policy. | 1 Year  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-33    | Correspondence (Executive)  This includes correspondence of the heads of the agency and their executive staff dealing with significant aspects of the administration of their offices.  Correspondence includes information concerning agency policies, program, fiscal, and personnel matters.                                      | 5 years, and until no<br>longer of<br>administrative, fiscal,<br>or legal value.<br>Appraise for<br>historical value. | Paper<br>and/or<br>Electronic |   | $\square$                           |  |
| 2025-<br>GRS-34    | Cost Center Summary Report  Report listing payroll fund transfers from various department funds to the payroll rotary fund.  (Departmental copy, original held by Auditor's Office.)   | 1 year, provided audited*  (Departmental copy, original held by Auditor's Office.)                                    | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-35    | Delinquent Tax and Assessment Collection Fund Records (O.R.C. 149.38D)   | 4 Years   | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |
| 2025-<br>GRS-36    | Departmental/Staff Meeting Records  This includes meeting notes/minutes; reports; working papers; agendas; and related documentation.  | Until no longer of administrative value.  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-37    | Directories/Rosters  Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, and schedules.   | Until superseded,<br>obsolete, or<br>replaced.  | Paper<br>and/or<br>Electronic |   |                                     |  |





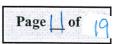
(1)(2)(4)(5)(6)(7)RC-3 For Use RC-3 Required by by Schedule Required TrumbullCo **Record Title and Description Retention Period** Media Type Auditor of Number by OHSunty State or LGRP Records **OHS-LGRP** Commission Disaster Plans (Continuity of **Operations Plan, Business Continuity** Paper Plan) 2025-Until Superseded. and/or GRS-38 Documents plans and procedures to Electronic protect and reestablish county operations in the event of a disaster. **Disciplinary Procedures** Paper 2025-2 years, if no other X Oral or written reprimands and/or GRS-39 action is taken Action beyond oral or written reprimand Electronic **Drafts/Transient Records** Paper, 2025-Until no longer of Electronic Preliminary working documents which GRS-40 administrative value and/or serve to convey information of temporary Audiovisual importance. **Employee Action Forms** Place in personnel file. Paper Records used to adjust employee 2025information, pay rate, and leave hours. and/or M GRS-41 (Departmental copy, Electronic original held by (Departmental Copy, original held by Auditor's Office.) Auditor.) **Equipment Maintenance Records** Life of equipment or Paper 2025-X Files documenting ownership, warranties, until removed from and/or GRS-42 routine maintenance, repair of county inventory. Electronic owned equipment. **Evaluations** Paper 2025-Place in personnel X and/or GRS-43 Records used to measure employee work Electronic performance. **Fax Documentation** Paper 2025-Until no longer of and/or GRS-44 Fax machine generate cover sheets, administrative value. Electronic confirmation notices, and buffer sheets. Treat as correspondence and Fax Messages Paper 2025cite those schedule and/or GRS-45 Communications sent and received using a numbers when Electronic fax machine. submitting RC-3, if required.





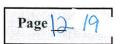
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|                    | Financial Records & Reports  |   |                               |   |                                     |  |
| 2025-<br>GRS-46    | Records and reports pertaining to departmental financial transactions including but not limited to: Account Receipts Reports, Adjustment of Expense Records, Appropriation Adjustments, Bank Deposit Receipts, Bank Statements, Cancelled Checks, Cash Books & Journals, Charity Campaign Records, Check Registers, Commute Summary Report, Expense Records, Invoices, Ledgers, Monthly Expenditures Report, Pay-Ins to Treasury Records, Payroll Vouchers, Pension/Medicare Posting, Petty Cash Records, Purchase Orders, Receipts & Receipt Books, Then and Now Records, Uniform & Meal Fringe Report, Vendor Forms, Vouchers, Warrants, etc. Department Copies only. Original documents, see Auditor Retention Schedule | If original is paper, keep until digitized. Keep for 3 years, provided audited. **If Auditor's Office maintains official copy, keep office copy until no longer of administrative value. (Department Copy, Original maintained by County Auditor according to Auditor schedule) | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-47    | FMLA Records  Employee Family and Medical Leave Act Records.   | 3 Years   | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |
| 2025-<br>GRS-48    | Fuel Usage Records  Records documenting fuel used by department, agency, and/or employee.  | 3 Years   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-49    | Grant Applications, Federal and/or<br>State (Not Funded)   | 1 Years   | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |
| 2025-<br>GRS-50    | Grant Files, Federal and/or State (Funded) Documents the application, evaluation, awarding, monitoring, and tracking of grants received.   | Maintain records as required by granting agency; if retention is unspecified, retain records 5 years, provided all State or Federal audits have been conducted, the audit reports released, and all litigation, claims, or audit findings have been resolved.                   | Paper<br>and/or<br>Electronic |   |                                     |  |





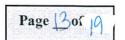
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|--------------------|--|--|-------------------------------|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description   | Retention Period   | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-51    | Insurance Policies & Records  Documents listing the terms and conditions between county and insurance providers, as well as fiscal and administrative records generated in the administration of the policies. See O.R.C. 2305.10. | 2 years after<br>expiration, provided<br>all claims settled and<br>appeals exhausted.  | Paper<br>and/or<br>Electronic | 2   |                                     |  |
| 2025-<br>GRS-52    | Inventories (Annual of County Property)  Departmental inventory of all materials, machinery, technology, tools, and other county supplies under the jurisdiction of each county officer or department per O.R.C. 305.18.           | 3 years, provided audited*.  | Paper<br>and/or<br>Electronic | 20 8  |                                     |  |
| 2025-<br>GRS-53    | Investment Records  Records pertaining to County Investments in banking/financial institutions   | 3 years  |                               |   |                                     |  |
| 2025-<br>GRS-54    | Invoices (Agency Generated)  A bill created by an office or agency to the buyer of good and services indicating prices, quantities, and products purchased.  | If original is paper,<br>keep until digitized<br>and becomes the<br>official copy; no RC3<br>required. Keep<br>official copy 3 years<br>provided audited*. | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |
| 2025-<br>GRS-55    | Job Descriptions  Documents detailing the classification, needed experience, education, physical requirements, and duties by position title.   | Until superseded or classification abolished.  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-56    | Job Postings  An advertisement, with requirements and position descriptions, for an open employment opportunity.   | Until no longer of administrative value.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-57    | Legal Notices/Advertisements  Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.  | 1 Year or until<br>superseded  | Paper<br>and/or<br>Electronic |   |                                     |  |





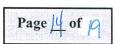
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| Schedule<br>Number | Record Title and Description  | Retention Period   | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-58    | Requests by employee for sick, vacation, and/or compensatory time.  | 1 year provided audited*.  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-59    | Licenses, Permits, Certifications  Documents affirming requirements being met as prescribed by issuing agency.  | 1 year after expiration.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-60    | Records related to legal claims against an office and subsequent legal actions and court proceedings.   | 5 years after case is closed and appeals are exhausted.                                    | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-61    | Mail (Unsolicited)  Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.  | Until no longer of administrative value.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-62    | Mailing Lists  Lists of individuals and addresses for mail distribution.  | Until updated,<br>superseded, or<br>obsolete   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-63    | Manuals, Handbooks  Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc. | 1 year, after<br>updated, superseded<br>and appraise for<br>historical value               | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-64    | Material Safety Data Sheets (MSDS)  Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.  | Until Superseded   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-65    | Meeting Notices  Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.   | Until no longer of administrative value.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-66    | Memoranda  Internal communication between staff, departments, or agencies.  | Treat as correspondence and cite those schedule numbers when submitting RC-3, if required. | Paper<br>and/or<br>Electronic |   |                                     |  |





| (1)                | (2)   | (3)   | (4)  | (5)   | (6)                                 | (7)  |
|--------------------|---|---|--|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description  | Retention Period  | Media Type   | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-67    | Minutes of Board/Executive Meetings (Official Record)  Official copy of proceedings of regular and special meetings.                                      | Until Microfilmed   | Paper<br>and/or<br>Electronic                                      |   |                                     |  |
| 2025-<br>GRS-68    | Minutes of Board/Executive Meetings (Official Record)  Official copy of proceedings of regular and special meetings.                                      | Permanent   | Microfilm  |   | $\square$                           |  |
| 2025-<br>GRS-69    | Minutes of Board Meetings (Recording)  Transient notes, drafts and audio/video records taken during official/executive meetings.                          | Retain until data is transcribed into hard copy is approved, with exception to Commissioner's Meeting Minutes (regular and special sessions): audio recording part of permanent record. | Paper, Electronic, Audio and/or Video Tape or Electronic Recording |   |                                     |  |
| 2025-<br>GRS-70    | Oaths of Office of Elected Officials  Description: Oaths of office given and sworn to by elected official upon taking office.                             | 10 years, after leaving office. Send to Archives to appraise for historical value.  | Paper<br>and/or<br>Electronic                                      |   | $\square$                           | $\boxtimes$  |
| 2025-<br>GRS-71    | Oaths of Non-Elected Officials and Volunteers  Oaths of office given and sworn to for non-elected officials and/or volunteers upon taking office.         | 10 years, after leaving office. Send to Archives to appraise for historical value.  | Paper<br>and/or<br>Electronic                                      |   | $\square$                           | $\boxtimes$  |
| 2025-<br>GRS-72    | Organizational Charts  A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.    | Until Superseded.   | Paper<br>and/or<br>Electronic                                      |   |                                     |  |
| 2025-<br>GRS-73    | Payroll Records- Department copy  Records used to adjust employee information, pay rate, and leave hours.  (Departmental Copy, original held by Auditor.) | 3 years   | Paper<br>and/or<br>Electronic                                      |   |                                     |  |





| (1)                | (2)   | (3)  | (4)                           | (5)   | (6)                                 | (7)  |
|--------------------|---|--|-------------------------------|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description  | Retention Period   | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-74    | Personnel Files  Documentation of service throughout the duration of an individual's employment.  | Destroy extraneous records 6 years after employee terminates. Retain retirement waiver, service record, and leave balance until microfilmed. | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-75    | Personnel Files (Retirement Waiver,<br>Service Record, Leave Balance)   | Until Microfilmed  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-76    | Personnel Files (Retirement Waiver,<br>Service Record, Leave Balance)   | Permanent  | Microfilm                     |   |                                     |  |
| 2025-<br>GRS-77    | Policies, Orders, Directives, Rules, Regulations, and Procedures  Guiding principles used to set organizational direction.  | Until superseded,<br>retain one copy until<br>audited*.  | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |
| 2025-<br>GRS-78    | Prevailing Wage Documentation  Documentation including but not limited to payroll records, collective bargaining agreements, sales and purchase records, timecards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages related to the contracts requiring prevailing wages. | 4 years after completion of contract, provided audited*  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-79    | Press/News Releases  Information disseminated to the public through media outlets, including agency social media.   | Until no longer of<br>administrative value.<br>Appraise for<br>historical value. No<br>RC-3 required if of no<br>historical value.           | Paper<br>and/or<br>Electronic |   | 7.                                  |  |
| 2025-<br>GRS-80    | Professional Association Records  Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.  | Until no longer of administrative value.   | Paper<br>and/or<br>Electronic |   |                                     |  |





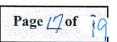
| (1)                | (2)   | (3)   | (4)                           | (5)   | (6)                                 | (7)  |
|--------------------|---|---|-------------------------------|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description  | Retention Period  | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-81    | Project Plans/Drawings  Written plan or pictorial diagrams for a work related project or program.   | Life of project, or<br>until obsolete.<br>Appraise for<br>historical value. | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-82    | Publications – Created By Local Government  Brochures and promotional material created by county agencies to inform the public of services and functions.   | Until superseded or obsolete. Retain one copy permanently.                  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-83    | Real Estate Assessment Fund Records (O.R.C. 149.38D)  | 4 Years   | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |
| 2025-<br>GRS-84    | Record and Information Requests Includes Public Records Logs  Requests to inspect and review public records. See O.R.C. 149.43.   | 1 Year  | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |
| 2025-<br>GRS-85    | Records of Employee Bonds  Insurance to protect agency assets against employee theft or fraud.  | 2 years after expiration, provided all claims are settled.                  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-86    | Records Retention & Disposition Documents  RC-1, RC-2, RC-3, and other locally developed forms documenting the retention and disposition of public records; Orig. held permanently by Records Commission  (Departmental copy, original held by Records Center/Records Commission) | Until superseded  | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-87    | Reports  Statistical, agency, or consultant produced reports and/or feasibility studies created to assess functions, projects, and programs.  | 5 Years   | Paper<br>and/or<br>Electronic |   |                                     | $\boxtimes$  |





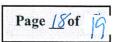
| (1)                | (2)  | (3)  | (4)                           | (5)   | (6)                                 | (7)   |
|--------------------|--|--|-------------------------------|---|-------------------------------------|---|
| Schedule<br>Number | Record Title and Description   | Retention Period   | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3 Required by TrumbullCo unty Records Commission |
| 2025-<br>GRS-88    | Request for Authorization to Attend Meeting  Forms requesting authorization to attend an association meeting, convention, or training/education session required for Department Head approval.         | 1 year after audit   | Paper<br>and/or<br>Electronic |   |                                     |   |
| 2025-<br>GRS-89    | Requests for assistance from Information Services (Data)  Requests for addition/deletion of user or change of user access or information services training or assistance                               | Until service<br>complete  | Paper<br>and/or<br>Electronic |   |                                     |   |
| 2025-<br>GRS-90    | Any other request to attend not required by Commissioners' approval, but required by department.   | 1 year   | Paper<br>and/or<br>Electronic |   |                                     |   |
| 2025-<br>GRS-91    | Prepayment Authorization Form  Documentation required for any prepayment of associated with meeting, convention, or training/education session including but not limited to travel.                    | 1 year after<br>attendance and/or<br>repayment.  | Paper<br>and/or<br>Electronic |   |                                     |   |
| 2025-<br>GRS-92    | Resolutions Issued by Statutory Boards & Commissions-Departmental Copy  Written motions officially documenting policy development and decisions.  (Departmental copy, original held by Commissioners.) | 1 Year  (Departmental copy, original held by Commissioners' Office in Commissioners' Journal.) | Paper<br>and/or<br>Electronic |   |                                     |   |
| 2025-<br>GRS-93    | Resolutions Issued by Statutory Boards & Commissions  Written motions officially documenting policy development and decisions.   | Until Microfilmed  | Paper<br>and/or<br>Electronic |   |                                     |   |
| 2025-<br>GRS-94    | Resolutions Issued by Statutory Boards & Commissions  Written motions officially documenting policy development and decisions.   | Permanent  | Microfilm                     |   | $\square$                           | $\boxtimes$   |





| (1)                | (2)  | (3)  | (4)                           | (5)   | (6)                                 | (7)  |
|--------------------|--|--|-------------------------------|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description   | Retention Period   | Media Type                    | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-95    | Shipping/Receiving Documents  Records related to packages sent or received, including packing and delivery slips.  | Until no longer of administrative value.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-96    | Social Media Posts & Records (Primary)  Information posted or received that is considered to be new information  | Refer to<br>departmental or<br>general schedule for<br>corresponding<br>records series, and<br>cite those schedule<br>numbers when<br>submitting an<br>RC-3. | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-97    | Social Media Posts & Records (Secondary)  Copy of record(s); does not include new information.   | Until no longer of administrative value.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-98    | Records may include information on Account ID, User Name(s), Password Information, Authorized Users List, Content Editors List, Date Account was Established and/or Terminated, Authorizing Representative, Account Creator(s), Site Terms and Use Agreement & Updates, etc. | Until no longer of administrative value, provided no action pending.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-99    | Speeches/Presentations  Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.   | Until no longer of administrative value. Appraise for historical value, no RC-3 required if no historical value.   | Paper<br>and/or<br>Electronic |   |                                     |  |
| 2025-<br>GRS-100   | Statements of Qualifications  Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C. 153.66   | 2 years  | Paper<br>and/or<br>Electronic |   |                                     |  |





| (1)                | (2)  | (3)   | (4)   | (5)   | (6)                                 | (7)  |
|--------------------|--|---|---|---|-------------------------------------|--|
| Schedule<br>Number | Record Title and Description   | Retention Period  | Media Type  | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | RC-3<br>Required by<br>TrumbullCo<br>unty<br>Records<br>Commission |
| 2025-<br>GRS-101   | Surveillance Tapes/Videos/Electronic Key Logs  Records documenting daily actions of employees and visitors within an office and on its grounds.              | Until no longer of administrative value, provided no action pending. 30 days – rewrite                        | Audio<br>and/or<br>Video<br>and/or<br>Electronic<br>Recording |   |                                     |  |
| 2025-<br>GRS-102   | Records collected from employees or the public to assess how an event or program is perceived to determine if improvements or changes should be made.        | Until no longer of administrative value.  | Paper<br>and/or<br>Electronic                                 |   |                                     |  |
| 2025-<br>GRS-103   | Tax Forms  Office generated tax forms and related paperwork including but not limited to 1099s, W-2s, etc.   | 7 years   | Paper<br>and/or<br>Electronic                                 |   |                                     |  |
| 2025-<br>GRS-104   | Telephone Records  Messages received via telephone, station summary reports, call logs, copies of billing statements, etc.                                   | Until no longer of administrative value and no action pending.  | Paper<br>and/or<br>electronic<br>and/or<br>audio<br>recording |   |                                     |  |
| 2025-<br>GRS-105   | Temporary Files (Computer)  Files created by various computer programs used for a variety of purposes.   | Until no longer of administrative value.  | Electronic  |   |                                     |  |
| 2025-<br>GRS-106   | Temporary Internet Files (Computer)  A temporary file on the computer's hard drive that a browser stores web data for every page or URL visited by the user. | Until no longer of administrative value.  | Electronic  |   |                                     |  |
| 2025-<br>GRS-107   | Time Cards, Time Sheets and Balances  Records indicating hours worked by employees and leave used.   | 1 year (Department<br>Copy, Original<br>maintained by<br>County Auditor 3<br>Years, as per O.R.C.<br>4111.14. | Paper<br>and/or<br>Electronic                                 |   |                                     |  |
| 2025-<br>GRS-108   | TRANSIENT COMMUNICATIONS— Text messages, instant messages, voicemail, telephone messages and drafts of documents   | May be destroyed when no longer administratively useful, provided no action pending                           | Paper<br>and/or<br>Electronic                                 |   |                                     |  |



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| travel.  Uniform Records  Records tracking the management of uniforms provided by the county.  Vehicle Maintenance Records  Includes record, operation maintenance reports of licensed vehicles, warranties, manuals, shop work orders, accident reports, repairs, mileage and usage logs.  Visitor's Log or Sign-In Sheets  Registers or logs used to track visitors visiting an office.  Volunteer Records  Documentation of volunteer service. Documentation may include application for volunteer service, hours worked, disciplinary actions, and evaluations.  Work Orders  Requires asking Maintenance for assistance and/or service  Work Schedules  Schedules noting working hours for employees.  Workers Compensation Claims Files covering claims made by employee for Workers Compensation benefits; including  Records racking the management of administrative value.  Baper and/or Electronic  Paper and/or Electronic  Audited**.   | (1)<br>Schedule <sup>5</sup><br>Number | (2)  Record Title and Description  | (3) Retention Period | (4)<br>Media Type | For Use<br>by<br>Auditor of<br>State or<br>OHS-LGRP | RC-3<br>Required<br>by OHS-<br>LGRP | (7)  RC-3  Required by  TrumbullCo  unty  Records  Commission |
|--|--|--|----------------------|-------------------|---|-------------------------------------|---|
| 2025- GRS-110 Records tracking the management of uniforms provided by the county.  Vehicle Maintenance Records  Includes record, operation maintenance reports of licensed vehicles, warranties, manuals, shop work orders, accident reports, repairs, mileage and usage logs.  Visitor's Log or Sign-In Sheets  2025- GRS-112 Registers or logs used to track visitors visiting an office.  Volunteer Records  Documentation of volunteer service. Documentation may include application for volunteer service, hours worked, disciplinary actions, and evaluations.  Work Orders  Requires asking Maintenance for assistance and/or service  Work Schedules  Schedules noting working hours for employees.  Workers Compensation Lalims Files covering claims made by employee for workers Compensation benefits; including claim, investigation, hearings, results, enquirements terms and conditions are requirements terms and conditions.  | 2025-<br>GRS-109                       | Requests for reimbursement for employee  |                      | and/or            |   |                                     |   |
| Includes record, operation maintenance reports of licensed vehicles, warranties, manuals, shop work orders, accident reports, repairs, mileage and usage logs.    Visitor's Log or Sign-In Sheets  | 2025-<br>GRS-110                       | Records tracking the management of   |                      | and/or            |   |                                     |   |
| 2025- GRS-112  Registers or logs used to track visitors visiting an office.  1 year, provided no action pending.  2025- GRS-113  Documentation of volunteer service. Documentation may include application for volunteer service, hours worked, disciplinary actions, and evaluations.  Work Orders  2025- GRS-114  Requires asking Maintenance for assistance and/or service  Work Schedules  Schedules noting working hours for employees.  Workers Compensation Claims Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results, requirements terms and conditions etc.  1 year after termination of and/or Electronic  1 year after termination of service.  1 year and/or Electronic  Paper and/or Electronic  Paper and/or Electronic  Audited means: the year and/or Electronic encompassed by the encompassed by the encompassed by the encompassed by the encompassed in the service.  |  | Includes record, operation maintenance reports of licensed vehicles, warranties, manuals, shop work orders, accident reports, repairs, | Until Vehicle Sold   | and/or            |   |                                     |   |
| Documentation of volunteer service. Documentation may include application for volunteer service, hours worked, disciplinary actions, and evaluations.  Work Orders  Requires asking Maintenance for assistance and/or service  Work Schedules  2025- GRS-115  Schedules noting working hours for employees.  Workers Compensation Claims Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results, requirements terms and conditions etc.  1 year after termination of service.  Paper and/or Electronic  1 year after termination of service.  Paper and/or Electronic  1 year after termination of service.  Paper and/or Electronic  1 year after termination of service.  Paper and/or Electronic  1 year after termination of service.  Paper and/or Electronic  1 year after termination of service.  1 year after termination of service.  1 year after termination of service.  Paper and/or Electronic  1 year after termination of service.  1 year after termination of servic |  | Registers or logs used to track visitors   |                      | and/or            |   |                                     |   |
| 2025- GRS-114 Requires asking Maintenance for assistance and/or service  Work Schedules  2025- GRS-115 Schedules noting working hours for employees.  Until no longer of administrative value.  Until no longer of administrative value.  Paper and/or Electronic  Paper and/or Electronic  Paper and/or Electronic  Paper and/or Electronic  Audited means: the year and/or Electronic  Paper and/or Electronic  O years after final payment.  Paper and/or Electronic  Paper and/or Electronic   |  | Documentation of volunteer service.  Documentation may include application for volunteer service, hours worked,                        | termination of       | and/or            |   |                                     |   |
| 2025- GRS-115  Schedules noting working hours for employees.  Until no longer of administrative value.  Workers Compensation Claims Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results, requirements terms and conditions etc.  Until no longer of and/or Electronic  Paper and/or Fleetronic  Paper and/or Electronic  Audited means: the years after final payment.   |  | Requires asking Maintenance for  | 1 year               | and/or            |   |                                     |   |
| Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results, requirements, terms and conditions, etc.  Files covering claims made by employee for Workers Compensation benefits; including payment.  Paper and/or Electronic encompassed by the second payment.  |  | Schedules noting working hours for   |                      | and/or            |   |                                     |   |
| Audited is directly related to the appual county audit completed by the State Auditor's Office Auditor of State and the  |  | Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results,           | 8                    | and/or            | end<br>hav  | ompasse<br>e been a                 | d by the re<br>udited by t                                    |