



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

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 online, use "tab" key to jump from box to box.)

Trumbull County Agencies, Boards, Commissions, Offices

County General Retention Schedule

(Local Government Entity)

(Unit)



Lynn Wallace-Smith

Records Manager

April 24, 2025

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

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 Records Commission electronically, include an email address:

rswallac@co.trumbull.oh.us

This General Retention Schedule applies to all county departments and agencies under the jurisdiction of the Trumbull County Records Commission. It neither modifies nor supersedes any specific departmental or agency schedule already approved by this commission.

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.



Records Commission Chair Signature

4.24.2025

Date

Section C: Ohio History Connection – State Archives

Government Records Archivist

Signature

Title

Date

Section D: Auditor of State

Signature

Date

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY DEPARTMENT SPECIFIC SCHEDULE APPROVED BY THE COUNTY RECORDS COMMISSION AND DOES NOT SUPERSEDE RULE 26 IN THE RULES OF SUPERINTENDENCE



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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
(Local Government Entity)

County General Retention Schedule
(Unit)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-3	Activity Reports Reports compiled to detail financial, statistical, and/or operational data	2 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-5	Annual Reports Report containing substantive information of operations, policies, procedures, and planning.	Until Microfilmed	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

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

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Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
2025-GRS-26	Compliance Reports Standard reports required to be filed by regulatory agencies.	5 years, provided audited*	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-27	Continuing Education Records Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position.	Place in personnel file.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-30	Copies of Records 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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>

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2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 longer of administrative, fiscal, or legal value. Appraise for historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-35	Delinquent Tax and Assessment Collection Fund Records (O.R.C. 149.38D)	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-37	Directories/Rosters Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, and schedules.	Until superseded, obsolete, or replaced.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>

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

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Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
2025-GRS-46	Financial Records & Reports 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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-47	FMLA Records Employee Family and Medical Leave Act Records.	3 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-48	Fuel Usage Records Records documenting fuel used by department, agency, and/or employee.	3 Years	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-49	Grant Applications, Federal and/or State (Not Funded)	1 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY DEPARTMENT SPECIFIC SCHEDULE APPROVED BY THE COUNTY RECORDS COMMISSION AND DOES NOT SUPERCEDE RULE 26 IN THE RULES OF SUPERINTENDENCE

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
2025-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 expiration, provided all claims settled and appeals exhausted.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-53	Investment Records Records pertaining to County Investments in banking/financial institutions	3 years			<input type="checkbox"/>	<input type="checkbox"/>
2025-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, keep until digitized and becomes the official copy; no RC3 required. Keep official copy 3 years provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-55	Job Descriptions Documents detailing the classification, needed experience, education, physical requirements, and duties by position title.	Until superseded or classification abolished.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-56	Job Postings An advertisement, with requirements and position descriptions, for an open employment opportunity.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-57	Legal Notices/Advertisements Legal announcements to inform the public of meetings, hearings, bids, auctions or other events.	1 Year or until superseded	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



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2025-GRS-58	Leave Requests Requests by employee for sick, vacation, and/or compensatory time.	1 year provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-59	Licenses, Permits, Certifications Documents affirming requirements being met as prescribed by issuing agency.	1 year after expiration.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-60	Litigation Records 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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-62	Mailing Lists Lists of individuals and addresses for mail distribution.	Until updated, superseded, or obsolete	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 updated, superseded and appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>

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Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
2025-GRS-67	Minutes of Board/Executive Meetings (Official Record) Official copy of proceedings of regular and special meetings.	Until Microfilmed	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-68	Minutes of Board/Executive Meetings (Official Record) Official copy of proceedings of regular and special meetings.	Permanent	Microfilm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



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2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-75	Personnel Files (Retirement Waiver, Service Record, Leave Balance)	Until Microfilmed	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-76	Personnel Files (Retirement Waiver, Service Record, Leave Balance)	Permanent	Microfilm		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-77	Policies, Orders, Directives, Rules, Regulations, and Procedures Guiding principles used to set organizational direction.	Until superseded, retain one copy until audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-79	Press/News Releases Information disseminated to the public through media outlets, including agency social media.	Until no longer of administrative value. Appraise for historical value. No RC-3 required if of no historical value.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
2025-GRS-81	Project Plans/Drawings Written plan or pictorial diagrams for a work related project or program.	Life of project, or until obsolete. Appraise for historical value.	Paper and/or Electronic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-83	Real Estate Assessment Fund Records (O.R.C. 149.38D)	4 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-87	Reports Statistical, agency, or consultant produced reports and/or feasibility studies created to assess functions, projects, and programs.	5 Years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



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Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP	RC-3 Required by Trumbull County Records Commission
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 complete	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-90	Request for Training Any other request to attend not required by Commissioners' approval, but required by department.	1 year	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 attendance and/or repayment.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-93	Resolutions Issued by Statutory Boards & Commissions Written motions officially documenting policy development and decisions.	Until Microfilmed	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-94	Resolutions Issued by Statutory Boards & Commissions Written motions officially documenting policy development and decisions.	Permanent	Microfilm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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2025-GRS-95	Shipping/Receiving Documents Records related to packages sent or received, including packing and delivery slips.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-96	Social Media Posts & Records (Primary) Information posted or received that is considered to be new information	Refer to departmental or general schedule for corresponding records series, and cite those schedule numbers when submitting an RC-3.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-97	Social Media Posts & Records (Secondary) Copy of record(s); does not include new information.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-98	Social Media Account Records 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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>



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2025-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 and/or Video and/or Electronic Recording		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-102	Surveys & Questionnaires 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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-103	Tax Forms Office generated tax forms and related paperwork including but not limited to 1099s, W-2s, etc.	7 years	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or electronic and/or audio recording		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-105	Temporary Files (Computer) Files created by various computer programs used for a variety of purposes.	Until no longer of administrative value.	Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-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		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-107	Time Cards, Time Sheets and Balances Records indicating hours worked by employees and leave used.	1 year (Department Copy, Original maintained by County Auditor 3 Years, as per O.R.C. 4111.14.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-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 and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>



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2025-GRS-109	Travel Expense Reports Requests for reimbursement for employee travel.	3 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-110	Uniform Records Records tracking the management of uniforms provided by the county.	3 years, provided audited*.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-111	Vehicle Maintenance Records Includes record, operation maintenance reports of licensed vehicles, warranties, manuals, shop work orders, accident reports, repairs, mileage and usage logs.	Until Vehicle Sold	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2025-GRS-112	Visitor's Log or Sign-In Sheets Registers or logs used to track visitors visiting an office.	1 year, provided no action pending.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-113	Volunteer Records Documentation of volunteer service. Documentation may include application for volunteer service, hours worked, disciplinary actions, and evaluations.	1 year after termination of service.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-114	Work Orders Requires asking Maintenance for assistance and/or service	1 year	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-115	Work Schedules Schedules noting working hours for employees.	Until no longer of administrative value.	Paper and/or Electronic		<input type="checkbox"/>	<input type="checkbox"/>
2025-GRS-116	Workers Compensation Claims Files covering claims made by employee for Workers Compensation benefits; including claim, investigation, hearings, results, requirements, terms and conditions, etc.	10 years after final payment.	Paper and/or Electronic		<input type="checkbox"/>	<input checked="" 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

*Audited is directly related to the annual county audit completed by the State Auditor's Office.

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