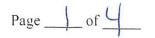


Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17th Avenue Columbus, OH 43211-2474



OHIO HISTORY CONNECTION

OCTOBER 24 2024

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 Govern TRUMBULL COUN	ment Unit TY TREASURER'S O	FFICE		
(local government entity)			(unit)	
Sim Ramai	occioco)	Sam Lamancusa	Treasurer	
(signature of responsible of	fficial)	(name)	(title)	(date)
Section B: Records Com	mission			
TRUMBULL COUNTY			Records Commi	ssion 330-675-2518
				lephone number)
160 High St	Warren	44481	Trumb	oull County
(address)	(city)	44481 (zip code)	(count	
To have this form returned	d to the Records Commission	n electronically, include an em	ail address:	
RSWALLAC@C	O.TRUMBULL.OH.US		mana mana ana ana ana ana ana ana ana an	
these records series from b	being destroyed, transferred, ed of which pertains to any pe	ets. I further certify that our co or otherwise disposed of in vi- ending legal case, claim, action	olation of these sched	ules and that no record
Records Commission Cha	ir Signature	Date		
Section C: Ohio History	Connection - State Archive			
Signature		Government Records A Title	rchivist	D
Signature		Title		Date
Section D: Auditor of St	ate			
	Recor	ds Manager		
Signature Please Note: The State		Title s permanently. It is strongly to retain a permanent copy of the strongly of the strongly of the strong of th		Date e Records Commission

Section E: RECORDS RETENTION SCHEDULE (RC-2) — Part 2 See instructions before completing this form.

TRUMBULL COUNTY	TREASUREN	
(local government entity)	(unit)	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
24-1	Address Change Forms – Request by taxpayers to change their mailing address	3 Years	Paper and/or electronic		
24-2	Tax Receipts (Daily Receipts – Real Estate – Personal Property (Available on Microfilm)	Until audited	Paper and/or electronic		
24-3	Estate Tax Records (Inheritance Tax Record)	Until last assessmen t is paid provided audited. Fiscal	Paper and/or electronic		
24-4	Cigarette Traffic Tax Duplicate – daily receipts	Until audited	Paper and/or electronic		
24-4a	Vendors Tax Duplicate – daily receipts	Until audited	Paper and/or electronic		
24-5	Journal of Warrants Redeemed (daily bank payroll warrants, warrants redeemed sheets, pay-in-general ledger, payroll, accounts payable, treasurer trial balance, court warrants, etc.)	Until audited and audit released by auditor of state	Paper and/or electronic		
24-6	Daily Statements (daily window sheets, credit card receipts, balances, daily pay-in, pay-outs, -aka – Form 6, etc)	Until audited	Paper and/or electronic		
24-7	Daily Cash Records (Journal of receipts, records of receipts) (also contains daily transaction of credit card payments)	Until audited	Paper and/or electronic		
24-7a	Daily Cash Records (Accumulated tax district-real estate)	Until audited	Paper and/or electronic		
24-8	Abstract of House Trailer Tax (daily manufactured home receipts)	Until audited	Paper and/or electronic		

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Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

TRUMBULL COUNTY	TREASUREL	
(local government entity)	(unit)	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
24-9	Tax Installment Plan (TIP) Records (Advanced Payment Certificates) (includes daily printouts of payments, monthly coupons, pre-payments, daily totals register tapes, purchase orders showing transfer from bank accounts in escrow, customer signed contracts and deleted contracts showing reason for deletion	4 years provided audit	Paper and/or electronic		
24-10	Tax Duplicates (contains list of taxes assessed against real property	10 years	Paper and/or electronic		
24-11	Tax Duplicates—Special Assessments	5 years after all special assessmen ts recorded are paid, provided audit. Fiscal	Paper and/or electronic		
24-12	Tax Duplicates—Delinquent Real (ORC 5719.04) (penalties on real estate)	2 years after end of fiscal year, provided audited	Paper and/or electronic		
24-12a	Payment Plan Contracts for Delinquent Taxes	5 years after final payment	Paper and/or electronic		
24-13	Escrow Records (contains bank's request for tax bills, check registers listing payments of escrow payments)	3 years after audit and audit released by the auditor of state. Fiscal	Paper and/or electronic		

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Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

TRUMBUL	COUNTY TREASUREN	
(local government entity)	(unit)	

(1)	(2)	(2)	(4)	/=>	163
Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
24-14	Tax Duplicates - Personal	2 years after the end of fiscal year, provided audited. Fiscal	Paper and/or electronic		
24-15	Tax Duplicates – Delinquent Personal (ORC 5719.04)	2 years after the end of fiscal year, provided audited. Fiscal	Paper and/or electronic		
24-16	Tax Duplicate – Classified (ORC 319.34)	2 years after the end of fiscal year, provided audited. Fiscal	Paper and/or electronic		
24-17	Tax Duplicate – Delinquent Classified (ORC 319.34, 5719.04)	2 years after the end of fiscal year, provided audited. Fiscal	Paper and/or electronic		
24-18	Forfeiture and Foreclosures	Permanent	Paper and/or electronic		
24-19	Returned Mail (mail returned from post office that isn't deliverable)	Until no longer of administrative value	Paper and/or electronic		
7441			Au	dited means:	the vears
11.5					by the record
			hav	ve been audi	ited by the

Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C