



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

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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 Government Unit

TRUMBULL COUNTY TREASURER'S OFFICE

(local government entity)		(unit)	
<u>Sam Lamancusa</u>	Sam Lamancusa	Treasurer	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

TRUMBULL COUNTY

Records Commission 330-675-2518

(telephone number)

<u>160 High St</u>	<u>Warren</u>	<u>44481</u>	<u>Trumbull County</u>
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address:

RSWALLAC@CO.TRUMBULL.OH.US

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.

<u>Christ St.</u>	<u>10/24/24</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
<i>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</i>		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*TRUMBULL COUNTY TREASURER
(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 assessment 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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(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 assessments 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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TRUMBULL COUNTY TREASURER
 (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
24-14	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		☐

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