

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: TRUMBULL COUNTY Records Commission

(2) FROM: ADULT PROBATION DEPARTMENT

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

(4) Approvals:

Authorized department official:

Stanley E. Robinson 11-15-90  
 Name, title Date

Chairman, Records Commission:

Christopher [unclear] 11-15-90  
 Name Date

Ohio Historical Society:

John Stewart 10/7/91  
 Name Date

Auditor of State, Bureau of Inspection and Supervision:

Thomas Augustus Burke 180 d 91  
 Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
90-1	CASE FILES -DECEASED (1950's-PRESENT)	KEEP 2 YEARS AFTER DECEASED THEN DESTROY	
90-2	CASE FILES -ACTIVE (1950's-PRESENT)	PERMANENT	
90-3	CASE FILES -CLOSED (1950's-PRESENT)	PERMANENT	
90-4	CASE FILES -EXPUNGED (1950's-PRESENT)	PERMANENT	