

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: TRUMBULL COUNTY Records Commission

(2) FROM: TRUMBULL COUNTY ENGINEER

(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: Edward E. Rippe 3-12-91
Name, title Date

Chairman, Records Commission: Arthur B. [Signature] 3-12-91
Name Date

Ohio Historical Society: John Stewart 10/8/91
Name Date

Auditor of State, Bureau of Inspection and Supervision: Thomas Aquinas Burke 18 Oct 91
Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
91-1	CORRESPONDENCE - pertaining to project files and job records used for reference purposes (1970-1990) (280 cu.ft.)	5 years after project is completed	
91-2	MONTHLY FUEL USAGE RECONCILIATION- Engineers department fuel use for each vehicle. (1984-Present) (2 cu.ft.)	FISCAL, 3 years after audit and audit is released	Audited records used by the Auditor of State and the Audit report is released.
91-3	TIME SHEETS- shows distribution of time for each highway crew and of payrolls. (10-79 - Present) (22 cu.ft.)	3 years after fiscal year ends, provided audited, and audit is released	
91-4	SICK LEAVE AND VACATION RECORDS (6-75-Present) (2 cu.ft.)	3 years after end of fiscal year, provided audited. And audit is released	
91-5	TRAFFIC ACCIDENT LISTINGS- Ohio Dept. of transportation- computer printout. Used for information purposes (1985-Present) (3 cu.ft.)	FISCAL, 5 years	
91-6	COUNTY ROAD MAPS (current) 131.25 cu.ft.	PERM. HIST. LEGAL, ADMIN	95

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
91-7	INSPECTORS RECORDS- inspectors records for projects currently under construction, used as references only after completion and payment of project. (1989-1990) (6 cu.ft.)	LEGAL	
91-8	STATISTICAL REPORTS-annual road mileage reports, county road map update information and time books. (1970-Present)(6 cu.ft.)	PERMANENT	
91-9	AERIAL PHOTOGRAPHS-contains original aerial photographs including streams, roads, lakes, bridges, railroads, drainage systems, wooded areas, culverts, ditches, cities, towns, buildings, and other misc. subjects. (1968-Present) (6.6 cu.ft.)	PERMANENT HISTORICAL ADMINISTRATIVE	S
91-10	RECORDS AND STATISTICAL DATA REPORT- County highway easements, acceptance, speed studies, sub-division agreements, vacations, U.S. Army Corp of Engineers Geological Surveys. (1920-Present) (8 cu.ft.)	PERMANENT	
91-11	ROAD PLANS AN PLATS- contains profile drawings, plats, sketches of construction and improvement of roads in the county showing for each: name boundary lines, owners of property which runs on or is adjacent to each road, type of road, and date established. Drawings H-File-plans for State & County Highways (1920-Present) (11 cu.ft.) Drawings F-file-drawings of sub-divisions and plats (1930-Present)(24.2 cu.ft.) Drawings G-file-plans for interstate and state highways-state funded county highway projects (1942-Present) (17 cu.ft.) Drawings D-file- plans of right-of-way surveys, property surveys-storm sewer projects, drainage studies, road plans, plans of county buildings.(1910-Present) (16cu.ft.) Drawings A-file-roadway drawings (1800-present) (17.5 cu.ft.) Drawings B-file-roadway drawing of Ohio Turnpike, cemeteries, old road logs, county water projects, airports, reservoirs, rivers, industrial complexes, road plans. (1940-Present) (34 cu.ft.)	PERMANENT HISTORICAL LEGAL ADMINISTRATIVE	S

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Schedule number	Record title and description	Retention period	For use by approving agencies
	<p>Drawings - plans of current and proposed construction projects, current road logs, bid tabulations, bridge inventory maps. (1986-Present) (5.5 cu.ft.)</p> <p>Drawings E-file-plans of bridges, roadways construction drawings, drainage studies. (1900-Present) (16.5 cu.ft.)</p>		
91-12	<p>FIELD NOTES (Surveyors notes, field books, ORC 315.24) contains a condensed record of survey and measurement data from which plats and road, ditch, bridge, and culvert plans are compiled, showing date of survey, measurements, and surveyor. (1903-Present)(13.89 cu.ft.)</p>	<p>PERMANENT HISTORICAL LEGAL ADMINISTRATIVE</p>	<p>S</p>
91-13	<p>ROAD RECORDS-official journals- records of petitioners, description of road right-of way width, surveyors notes, county commissioners acceptance. (1802-1942) (14 volumes or 20 cu.ft.)</p>	<p>PERMANENT HISTORICAL LEGAL ADMINISTRATIVE</p>	<p>S</p>