

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: TRUMBULL COUNTY Records Commission

(2) FROM: TRUMBULL COUNTY CHILDREN SERVICES BOARD

(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:

[Signature] 6-30-92
 Name, title Date

Chairman, Records Commission:

[Signature] 6-30-92
 Name Date

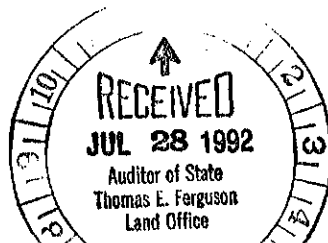
Ohio Historical Society:

[Signature] 7/24/92
 Name Date

Auditor of State, Bureau of Inspection and Supervision:

[Signature] 4 August 1992
 Name Date

(5) Schedule Number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
91-1	PSYCHOLOGY REPORTS & EVALUATIONS	PERMANENT	
91-2	MINUTES OF BOARD MEETINGS	PERM. HIST. ADMIN, FISCAL, LEGAL	
91-3	JUVENILE COURT ADOPTIONS, CUSTODY BOOKS, ADOPTIONS, INDEPENDENT ADOPTIONS & INDEX	PERMANENT	
91-4	CASE FILES-CLOSED	PERMANENT	
	CASE FILES-INACTIVE	PERMANENT	
	CASE FILES-CURRENT-CLOSED	PERMANENT	
91-5	CARD FILE INDEX TO CASE FILES	PERMANENT	
91-6	PERSONNEL FILES-TERMINATED	PERMANENT until terminated,	
	PERSONNEL FILES-ACTIVE	then Microfilm and destroy paper file. retain microfilm permanently. ADMINSTRATIV	
91-7	PLANS, LAYOUT, DRAWINGS OF CURRENT BLDG.	PERMANENT	
91-8	INDEX BOOKS -shows contact made with children not in custody of CSB.	PERMANENT	
91-9	FOSTER HOME FILES - CLOSED	PERMANENT	
91-10	BRIEF COMPLAINT FILES- social workers follow-up on complaint and results of such	5 years after initial contact, should be microfilmed and film retained permanently.	



SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
91-11	AGENCY FAMILY & CHILD CASE RECORDS	as long as litigation lasts. legal.	
91-12	VOUCHER & INVOICES (copies & paid)	3 years after end of fiscal year provided audited and audit released	
91-13	ACCOUNTING RECORDS/COMPUTER PROGRAM FILES	3-4 years after audited and audited released. FISCAL	
91-14	FOSTER CARE MAINTENANCE FILE(Foster Home or Boarding Home files)	ADMINISTRATIVE, until files files become inactive,	
91-15	ADOPTION ASSISTANCE RECORDS (Adoption Records-ORC149.43)	PERMANENT, LEGAL	
91-16	CHILDREN ATHLETIC FUND ACCOUNT.	5 years after fiscal year ends, provided audited and audit released.	
91-17	CHILD WARD ACCOUNTS(SS. & SSI. CHECKS)	5 years after termination of custody	
91-18	CHILDREN SERVICES ENDOWMENT FUND ACCOUNT- (FUNDS DONATED TO CHILDREN SERVICES)	3 years after end of fiscal year provided audited and audit released, DONORS NAMES-KEPT for HISTORICAL record.	
91-19	TITLE XX CONTRACTS WITH HUMAN SERVICES	LEGAL, 15 years after expiration	
91-20	BIDS-unsucessful (HEALTH & DISABILITY INS.	2 years after letting of bids	
91-21	LIABILITY INSURANCE POLICY	LEGAL, 2 years after expiration provided all claims are settled	
91-22	BONDS(EXECUTIVE DIRECTOR & PROBATE)	LEGAL, 10 years after expiration	
91-23	STATISTICAL REPORTS(monthly & annually)	PERM. HISTORICAL, ADMINISTRATIVE	
91-24	FAMILY, CHILDREN, & ADULT SERVICES MANUAL rules & regulations from ODHS	UNTIL SUPERCEDED	
91-25	GROUP HOMES' LEASES	FISCAL, UNTIL EXPIRATION	
91-26	ODHS MONITORING of agency case records & services	PERMANENT	

*Audited means audited by the
Auditor of State and the
Audit report is released*