

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: TRUMBULL COUNTY Records Commission

Rec'd  
YHCIL  
10/17/94

(2) FROM: SENIOR RIGHTS & ADVOCACY

(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] Director, 4/7/93  
Name, title Date

Chairman, Records Commission:

[Signature]  
Name Date 4-13-93

Ohio Historical Society:

[Signature] 10/20/94  
Name JENNIFER SONGSTER-BURNETT Date

Auditor of State, Bureau of  
Inspection and Supervision:

[Signature] 11/7/94  
Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
93-1	CLIENT FILES (ACTIVE & INACTIVE) (1983 - present) (31 cu.ft.)  <del>OHIO HISTORICAL SOCIETY DEC 15 1994 STATE AND LOCAL GOVERNMENT RECORDS</del>	PERMANENT, LEGAL HISTORICAL, FISCAL, ADMINISTRATIVE	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.  Provided audited by the Auditor of State and the Audit report is released.

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**(4) Approvals:**

Authorized department official:

X Carol M. Bunko, Fiscal Coordinator 11-16-90  
Name, title Date

Chairman, Records Commission:

Chris Popler 11-16-90  
Name Date

Ohio Historical Society:

[Signature] 12/1/90  
Name Date

Auditor of State, Bureau of Inspection and Supervision:

Thomas Aquino Bunko 6 Dec 90  
Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
90-1	CLIENT FILES/CASE RECORDS	PERM. & ADMINISTRATIVE	
90-2	CANCELLED CHECKS/CLIENTS AND DEPOSIT RECEIPTS	7 years	
90-3	CORRESPONDENCE, CONTRACTS, INVOICES & PURCHASES	5 years, ADMINISTRATIVE 15 years, LEGAL 3 years, FISCAL	

# Trumbull County Archives

118 High Street, N.W.  
Warren, Ohio 44481

EMILY L. VARNER,  
Records Manager/Archivist

(330) 675-2374

Tom, Please ~~send~~ look  
over this schedule, look  
forward to seeing you  
Wednesday afternoon.

attn:

Tom  
Burke

Emily Varner  
(330) 675-2374

4 pages  
Total

(1)

(2) OFFICE OF SENIOR RIGHTS & ADVOCACY

(3) Title of records series:

CLIENT FILES (INACTIVE)

(4) Location:

FILE ROOM

(5) Description:

CLIENT MASTER FILE: may contain: case notes, case plan, daily logs, diagnostic evaluation, intake/referral, inter-office check list, medical information and mental health information and grants.

CLIENT SECONDARY FILE: may contain the information on clients and services and plans of the clients, family members, social services agencies etc....

Adult Protective Services (APS), Auctions (i.e. sale of personal property, etc...), Banking (i.e. statements, checking & savings accounts, etc...) Bills (i.e. bills owed such as: utilities hospitals, personal, etc...) Automobile(s), correspondence (i.e. personal, general, case reference, etc...) Court Documents, Dept. of Human Services (i.e. food stamps, general assistance, etc...) Funeral (i.e. pre-arrangement, final arrangements, expenses, etc...) Guardianship, Housing (i.e. own home, deed, mortgage, rental, etc...) Insurance(s), Medicaid information, nursing home (i.e. expenses, etc...) Personal documents (i.e. passport, deed, mortgages, other documents necessary to client, etc...), Social Security (i.e. payments, medicare, AARP, etc...), Employment (i.e. any company that the client may have worked for), Pensions (i.e. retirement funds, etc...), Real Estate (i.e. sale of property, deed mortgage, rental, home), Stocks & Bonds (i.e. stock certificates, CD's, Mutual funds, any type of investments, Veterans Benefits, Taxes (i.e. IRS, state, local, property, etc...))

*1 year after probate  
close file  
resubmit  
w/new  
retention*

(6) Dates: from 1983 to PRESENT

(7) Are records still created?  
yes  no

(8) Quantity:  
15 cu. ft.

(9) Arrangement:  
ALPHA therein CHRONOLOGICAL

(10) Record format:  
LETTER SIZE FILES

(11) Reference to record:  
Daily for \_\_\_\_\_ Weekly for \_\_\_\_\_  
Yearly for \_\_\_\_\_ Never after  (deceased)

(12) Recommended retention period:  
PERMANENT, ADMINISTRATIVE, FISCAL, LEGAL,  
HISTORICAL

(13) Inventory taken by:  
R.G. and PATRICIA TOMPKINS

(14) Schedule no. assigned: 93-1