

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: TRUMBULL COUNTY RECORDS COMMISSION,
160 HIGH STREET, N.W., WARREN, OHIO 44481

Tel. No.: (330) 675-2374
TRUMBULL COUNTY

(2) FROM: TRUMBULL COUNTY BUILDING INSPECTION DEPARTMENT

Peter M. Marlowe
C.B.O.
3-23-04
 (Signature of Responsible Official) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in open meeting, as required by the Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets, I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on February 10, 2004 as reflected by the minutes kept by this commission.

Chairman, Records Commission: *[Signature]* 2-10-04
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): *Pam J. Sorell* 5-28-04
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: *Martin E. Mueh* 6-23-04
 For the Ohio Auditor of State Date

(5) SCHEDULE NUMBER	(6) RECORD TITLE & DESCRIPTION	(7) RETENTION PERIOD	(8) FOR USE BY Auditor of State or OHS-LGRP
2004-1	BUILDING MASTER CARDS	PERMANENT	
2004-2	BUILDING PERMIT APPLICATIONS (ORC 2305.06)	20 YEARS AFTER END OF FISCAL YR.	
2004-3	BUILDING PERMITS	ONE YEAR AFTER END OF FISCAL YR.	
2004-4	BUILDING PLANS	UNTIL STRUCTURE IS COMPLETE AND HAS PASSED FINAL INSPECTION.	
2005-5	ELECTRICAL MASTER CARDS	PERMANENT	
2004-6	ELECTRICAL PERMIT APPLICATIONS (ORC 2305.06)	16 YEARS AFTER END OF FISCAL YR.	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: TRUMBULL COUNTY BUILDING INSPECTION DEPARTMENT
(POLITICAL SUBDIVISION NAME) (UNIT)

2004-7	ELECTRICAL PERMITS	TRANSFER DATA TO ELECTRICAL MASTER CARDS. RETAIN PERMIT 1 YR. AFTER DATE OF ISSUANCE
2004-8	FLOOD HAZARD FILES (per ODNR)	PERMANENT
2004-9	HEATING MASTER CARDS	PERMANENT
2004-10	HEATING PERMIT APPLICATIONS (ORC 2305.06)	16 YEARS AFTER END OF FISCAL YR.
2004-11	HEATING PERMITS	ONE YR. AFTER END OF FISCAL YEAR
2004-12	INSPECTION FILE	PERMANENT
2004-13	MOVING PERMITS	2 YRS. AFTER END OF FISCAL YEAR.
2004-14	VIOLATION NOTICES	3 YRS. AFTER VIOLATION CORRECTED, PROVIDED NO ACTION IS PENDING.
2004-15	WRECKING PERMITS	2 YRS. AFTER END OF FISCAL YEAR.

***UNTIL AUDITED or PROVIDED 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 of the Ohio Revised Code.

***THIS RETENTION SCHEDULE WILL SUPERCEDE ALL PREVIOUSLY APPROVED SCHEDULES

 COMPLETED

RECEIVED
6-23-2005
from OHS



MAILED

5-25-2004
to OHS

 **FILE COPY**