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Tel. No.: (330) 675-2374

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO: TRUMBULL COUNTY RECORDS COMMISSION.

160 HIGH STREET, N.W., WARREN, OHIO 44481 TRUMBULL COUNTY TRUMBULE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES IT MANAGER 4/12/06 (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 6 Jun-2006 as reflected by the minutes kept by this commission. Chairman, Records Commission: Signature Daniel Polivka, Commissioner (4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Approved by the Ohio Auditor of State: For the Ohio Auditor of State (5)(6)(7)(8)SCHEDULE **RECORD TITLE & DESCRIPTION** RETENTION PERIOD FOR USE BY NUMBER Auditor of State or **OHS-LGRP** THIS SCHEDULE COVERS RECORDS THAT ARE EXCLUSIVE TO TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES. THEY ARE PROVIDED TO AUTHORIZE THE DISPOSAL OF CERTAIN CLASSES OF RECORDS, WHICH HAVE NO FURTHER VALUE TO THE AGENCY, OR THE COUNTY ONCE THEIR USEFULNESS IS TERMINATED WITHIN THE AGENCY AND THE RETENTION REQUIREMENT HAS BEEN MET. OTHER DOCUMENTS WITH NO ADMINISTRATIVE OR HISTORICAL VALUE WILL FOLLOW THE COUNTY RC-2 GENERAL RECORDS RETENTION SCHEDULE. THIS SCHEDULE WILL SUPERCEDE ALL OTHER SCHEDULES FOR THE DEPARTMENT OF JOBS & FAMILY UAN 3 0 200 SERVICES. Public Assistance Records - case files 2006-1 2006-1a OWF (Ohio Works First) Retain 3 calendar years from date closed excluding 2006-1b FS (Food Stamp) OP or OI cases until claim is paid or cancelled. 2006-1c DA (Disability Assistance) Documents in active case 2006-1d PRC (Prevention Retention and Contingency) files destroyed after 7

years, excluding initial

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2006-07	CSEA (Child Support Enforcement Agency)	Retain 3 calendar years from date closed excluding OP or OI cases until claim	
		is paid or cancelled.	
		Documents in active case files destroyed after 7	
		years, excluding initial eligibility documents and	
		medical records.	
		Originals destroyed after document imaged and verified for completeness, accuracy and readability.	
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