



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

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JUL 21 2015

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

TRUMBULL COUNTY
(local government entity)

AUTO TITLE DEPARTMENT
(unit)

Karen Infante Allen
(signature of responsible official)

KAREN INFANTE ALLEN
(name)

CLERK OF COURTS
(title)

6-12-2015
(date)

Section B: Records Commission

TRUMBULL COUNTY

(330) 675-2518

Records Commission

(telephone number)

160 HIGH STREET NW, 1st FLOOR

WARREN

44481

TRUMBULL

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: RSWALLAC@CO.TRUMBULL.OH.US

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Paula Westly

7/21/2015

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Srvt. Records Archivist
Title

7/25/15
Date

Section D: Auditor of State

Martin E. Mueh
Signature

7-31-15

Date

**Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form**



Section E: Records Retention Schedule TRUMBULL COUNTY CLERK OF COURTS, AUTO TITLE DIVISION

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
COCAT-01	BANK RECORDS Canceled checks, deposit slips and statements	Retain for three (3) years, provided audited	Paper		<input type="checkbox"/>
COCAT-02	INDEX TO TITLES (ALPHABETICALS) 3 x 5's of live records (pre-1993 when computerized). OBSOLETE RECORDS	Retain while of continuing and administrative value	Paper		<input checked="" type="checkbox"/>
COCAT-03	DATABASE State Database – Automated Title Processing System (ATPS). **The following records series are included in State Database.	Database maintained by State of Ohio	Electronic		<input type="checkbox"/>
COCAT-04	DAILY REPORTS/DAILY WORK SLIPS Daily cash reports and individual Deputy Clerks' work slips showing transaction	Retain for three (3) years, provided audited	Paper	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. 117.20 O.R.C.	<input type="checkbox"/>
COCAT-05	DAILY REPORTS Entered into State Database	Records maintained by State of Ohio	Electronic		<input type="checkbox"/>
COCAT-06	RECEIPTS For cancellations and all cash collected	Retain for three (3) years, provided audited	Paper		<input type="checkbox"/>
COCAT-07	RECEIPTS Scanned for local access	Retain for three (3) years, provided audited	Electronic		<input type="checkbox"/>
COCAT-08	RECEIPTS Entered into State Database	Records maintained by State of Ohio	Electronic		<input type="checkbox"/>
COCAT-09	TITLES Including bills of sales and duplicates (ORC 4505.08). **NOTE: Some customers' titles have an "Electronic" lender, so paper is only produced when the customer requests a copy after loan is paid in full	Retain for seven (7) years, EXCEPT retain Manufactured Homes for thirty (30) years	Paper		<input type="checkbox"/>
COCAT-10	TITLES Scanned for local access	Retain for seven (7) years, EXCEPT retain Manufactured Homes for thirty (30) years	Electronic		<input type="checkbox"/>
COCAT-11	TITLES Entered in EDIS State Database	Retain for five (5) years maintained by State of Ohio			<input type="checkbox"/>



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COCAT-12	JUNK TITLES Entered into EDIS State Database	Retain for five (5) years. Maintained by State of Ohio	Electronic		<input type="checkbox"/>
COCAT-13	LADR REGISTRATION APPLICATIONS Limited Authority Deputy Registrar (LADR) Agency record of all daily LADR transactions in State's Electronic Business Application System (BASS)	Thirty (30) months following date of transaction, or as BMV otherwise directs	Paper		<input type="checkbox"/>
COCAT-14	LADR END OF DAY REPORTS Limited Authority Deputy Registrar (LADR) Agency record of all daily LADR transaction in State's Electronic Business Application System (BASS)	Three (3) years from report date, or as BMV otherwise directs	Paper		<input type="checkbox"/>
COCAT-15	LADR FIELD ACTIVITY REPORTS Annual Limited Authority Deputy Registrar (LADR) field activity reports including site evaluation and annual evaluations.	Three (3) years from report date, or as BMV otherwise directs			<input type="checkbox"/>