



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

APR 20 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Trumbull County _____ Prosecutor _____
(local government entity) (unit)

Dennis Watkins _____ Dennis Watkins _____ Trumbull County Prosecutor _____
(signature of responsible official) (name) (title) (date) April 14, 2016

Section B: Records Commission

Trumbull County Records Commission _____ 330-675-2518 _____
Records Commission (telephone number)
160 High Street _____ 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.

Shelley A. Godfrey _____ April 20, 2016
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amanda D. Rindler _____ Local Government Records Archivist _____ 5/3/16
Signature Title Date

Section D: Auditor of State

Martin E. Mueh _____ 5-13-16
Signature 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 PROSECUTOR

(local government entity)

(unit)

(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
<p>This schedule lists records commonly found in the county Prosecutor's office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. <i>Local Certificates of Disposal will be filed regardless of whether or not OHS wishes to be informed.</i></p>					
PROS16-01	Annual Budget-Records documenting the annual operating budget of the prosecutor's office for a fiscal year. Retain for use in calculating future budgets and comparing over time.	10 years	Paper/ Electronic		
PROS16-02	Bankruptcy Files Records related to bankruptcy cases used in the collection of debts owed to the county.	5 years after case closed	Paper/ Electronic		<input type="checkbox"/>
PROS16-03	Civil Attorney Client Files Includes non-master correspondence, notes, research, etc.	10 years	Paper/ Electronic		<input type="checkbox"/>
PROS16-04	Civil Case Index Index to all civil cases filed by the Prosecuting Attorney.	Permanent Microfilm	Paper/ Electronic/ Microfilm be retained permanent		<input checked="" type="checkbox"/>
PROS16-05	Civil Case Master Files A) Records that document civil litigation filed on behalf of the Prosecuting Attorney's statutory clients. May include records used in handling appeals.	A) 10 years after the final order of the general division	Paper/ Electronic		<input checked="" type="checkbox"/>
	B) Real Estate/Zoning	B) Permanent	Microfilm		
PROS16-06	Criminal Case Card-File Docket Book Index to all criminal cases filed by the Prosecuting Attorney.	Permanent	Paper		<input checked="" type="checkbox"/>
PROS16-07	Criminal Case Master File Document the prosecution of adult felony cases. May include records used in handling appeals.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
PROS16-08	CSEA (Child Support Enforcement Agency) Case Files Contains records of cases of child support ordered and possible arrearages incurred.	Retain until child support and/or arrearage	Paper/ Electronic		<input type="checkbox"/>



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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.

(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
		are paid in full			
PROS16-09	Delinquent Personal Property Records related to the expenditure and receipt of money for personal property taxes in the county.	5 years	Paper/ Electronic		<input type="checkbox"/>
PROS16-10	Delinquent Tax and Assessment Collection Fund (DTAC) Records Records related to the expenditure and receipt of money from the Delinquent Tax and Assessment Collection (DTAC) Fund.	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
PROS16-11	Adult Child Assaults Prosecution Case (CAP) Children under the age of 18 abused, neglected or assaulted by a person over the age of 18	Permanent	Paper/ Electronic Microfilm to be kept permanently		<input type="checkbox"/>
PROS16-12	Foreclosure Files Documents pertaining to a specific legal process in which a lender attempts to recover the balance of a loan from a borrower who has stopped making payments to the lender by forcing the sale of the asset used as the collateral for the loan. May involve tax payment arrearages.	4 years after sending files to Records Center-original files retained by the Clerk of Courts	Paper/ Electronic		<input type="checkbox"/>
PROS16-13	Furtherance of Justice Fund (FOJ) Records Fiscal and administrative records of the Furtherance of Justice Fund, which relates to expenses that the prosecuting attorney incurs in the performance of the prosecutor's official duties and in the furtherance of justice.	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
PROS16-14	Grand Jury Records Documents produced by the Grand Jury in relation to individual cases deliberated, reports issued regarding mandated tours of public correctional institutions and indictments returned.	5 years	Paper/ Electronic		<input type="checkbox"/>
PROS16-15	Juvenile Case Files A) Traffic (minor misdemeanor traffic, misdemeanor traffic, all other traffic records) B) Delinquency/Unruly- an act perpetrated by a child, except a juvenile traffic offender, who violates any law of this state or the United States, or any ordinance of a political subdivision of the state, that would be an offense if committed by an adult. (ORC 2152.02 F) (ORC 2151.022) C) Delinquency records for cases for which expungement is prohibited including; Aggravated murder	A) 10 years B) 10 years C) Permanent	Paper/ Electronic And Microfilm To be retained Permanently		<input type="checkbox"/>



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	Murder Rape (D) Adult Contributing	(D) Permanent	(D) Paper destroyed/ Microfilm kept Permanently		
PROS16-16	Juvenile Case Log Index to all Juvenile cases filed by the Prosecuting Attorney.	Permanent	Paper/ Electronic Microfilm		<input type="checkbox"/>
PROS16-17	Opinions Legal opinions issued by the prosecuting attorney's office to statutory clients.	Permanent	Paper/ Electronic/ Microfilm kept permanently		<input checked="" type="checkbox"/>
PROS16-18	Reciprocals Ongoing obligation and arrears are all paid in full.	2 years after emancipation provided the case is not in arrears	Paper/ Electronic		<input type="checkbox"/>
PROS16-19	Unprosecuted Records where files were created but the case was never prosecuted.	5 years	Paper/ Electronic		<input type="checkbox"/>
PROS16-20	Victims of Crime Act (VOCA) Victim Files (Misdemeanor) Files related to the advocacy and support of the victims of misdemeanor criminal behavior.	1 year	Paper/ Electronic		<input type="checkbox"/>
PROS16-21	Victims of Crime Act (VOCA) Victim Files (Violent Crimes) Files related to the advocacy and support of the victims of violent criminal behavior.	Permanent	Paper/ Electronic/ Microfilm to be kept permanently		<input type="checkbox"/>
	** The Trumbull County Prosecutor will also utilize the Trumbull County General Schedule of Records Retention and Disposition approved 7/24/2013.				<input type="checkbox"/>
	**PERMANENT- PAPER WILL BE DESTROYED MICROFILM TO BE KEPT PERMANENTLY- **Exceptions to keep paper at the discretionary of the Prosecuting Attorneys				