



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OCT 19 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Gov **TRUMBULL SOIL & WATER CONSERVATION DISTRICT**

(local government entity) _____ (unit) _____
 (signature of responsible official) Kathleen L. Telego Kathleen L. Telego Administrative Asst 10/17/2016
 (name) (title) (date)

Section B: Records Commission

Trumbull County 330 675-2518
 Records Commission (telephone number)
Warren 44487 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.

Paulitta A. Rodfrey 10/19/16
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amanda D. Rindler Local Government Records Archivist 10/29/16
 Signature Title Date

Section D: Auditor of State

Martin E. Murr 11-15-16
 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**



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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.

Section E: Records Retention Schedule

Trumbull County Soil and Water Conservation District
 (local government entity)

| (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 |
|------------------------|--|---|-------------------|--|-------------------------------------|
| 0.0 | Records Retention & Disposition files – completed RC-1, 2 or 3 forms | Permanent | Paper | | <input type="checkbox"/> |
| 1.1 | Cooperative Conservation Agreement – OSWCC No. 30, OSWCC No. 31, EPA Assistance Agreement Amendment | Permanent | Paper | | <input type="checkbox"/> |
| 2.0 | District Elections and Reorganizations – Candidate bios, Letters of Intent, Election Results, Past Supervisors, Election Registries, Affidavits, Reorganization Notices, Oath of Office, Supervisor ID & Signature Cards, Exemption forms for CE | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 3.0 | Legislative and Legal – Legal Opinions, Laws SB 160, HB 88, Pending Legislation, Civil Rights Laws, Non-discrimination statement, Legal notices, Public Records Requests | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 4.0 | Memorandums of Understanding – Local, City, State, Federal, SWCDs, NRCS, ODNR, Western Reserve R C & D, TC Fairgrounds, OSUE, Soil Conservation Service | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 5.0 | Minutes of District Board Meetings – Official Minutes, orders and decisions of SWCD Board during regular, special and emergency meetings | Permanent | Paper /electronic | | <input checked="" type="checkbox"/> |
| 6.2 | Surety Bond and Bond Renewal Invoices – bond insurance for employees and board members | 2 years after expiration | Paper | | <input type="checkbox"/> |
| 6.3 | District Equipment Inventory Record – Inventory of all office equipment, furniture, diagnostic equipment, computers and other District Property | 3 years after audit completed | Paper /electronic | | <input type="checkbox"/> |
| 6.4 | Employment Policies – Rules, regulations and procedures | Retain 5 years after superseded or obsolete | Paper /electronic | | <input type="checkbox"/> |
| 6.5 | Job Descriptions – documents detailing the classification, needed experience, education, physical requirements and duties by position title | Until superseded or abolished | Paper /electronic | | <input type="checkbox"/> |
| 6.6 | Leases & Rentals – contracts for lease of equipment & property | Permanent | Paper | | <input type="checkbox"/> |
| 6.7 | Equipment Space and Liability Insurance Policies – CORSA Declaration Sheets listing terms and conditions between TSWCD and | 2 years after expiration | Paper | | <input type="checkbox"/> |



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|---------------------------|---|-----------------------------------|----------------------|---|--|
| | insurance provider | | | | |
| 6.8 | License and Permits – Documents affirming requirements being met as prescribed by issuing agency | Permanent | Paper | | <input type="checkbox"/> |
| 6.9 | Tax Exemption No./Federal ID No. | Permanent | Paper | | <input type="checkbox"/> |
| 8.0 | OFSWCD Organizational Policies, Bylaws, Officers, and Directors, Flowchart | Until updated | Paper | | <input type="checkbox"/> |
| 9.0 | District Annual Plan of Operations – Long range plans, Annual Plans of Operations, District Committee Assignments, NACD Workload Analysis | Current until updated | Paper /electronic | | <input type="checkbox"/> |
| 10.0 | Budget and Finance – worksheets, temp and permanent budgets, county printouts | Three years after audit completed | Paper /electronic | | <input type="checkbox"/> |
| 12.0 | Special Fund – Purchase orders, invoices, payment sheets, Appropriation Summaries | Three years after audit completed | Paper | | <input type="checkbox"/> |
| 12.4 | Employee Payroll Records – Original held by County Auditor which shows rate of pay, pay periods, gross pay and deductions for each employee | Permanent | Paper | | <input type="checkbox"/> |
| 12.5 | Vendor Information – vendor number and tax ID | Permanent | Paper | | <input type="checkbox"/> |
| 13.0 | District Fund – records pertaining to payables, receivables, bank statements, bills, receipts, canceled checks, vouchers and financial transactions to and from the District Checking Account | Three years after audit completed | Paper /electronic | | <input type="checkbox"/> |
| 14.0 | Financial Statements – Form 11 – signed and certified documents listing local funds received that are eligible to be matched by state funds | Five years after audit completed | Paper | | <input type="checkbox"/> |
| 15.0 | Annual Cash Basis Report – Comprehensive annual financial report and combined fund balances | Five years after audit completed | Paper /electronic | | <input type="checkbox"/> |
| 16.0 | Audit Reports – Internal & State | Five years after audit completed | Paper /electronic | | <input type="checkbox"/> |
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|---------------------------|--|---|----------------------|---|--|
| 21.0 | Correspondence – Messages sent and received by any media including letters, memos, faxes, email messages, misc. A) Transient - Communications which convey temporary information in lieu of oral communications B) General – Request for information pertaining to interpretations and other misc inquiries. (Informative and does not influence policy) C) Executive – Correspondence of the executive staff dealing with significant aspects of policies, procedures, program, fiscal and personnel matters D) Email – records sent, received or drafted using electronic mail. In general, the sender holds the record copy. Email should be retained electronically rather than paper as conversion to paper may cause loss of the electronically attached metadata. | Retain according to content Until no longer of administrative value 1 Year 3 years. If content requires longer retention, appraise for historical value. Retain according to content of the record series | Paper /electronic | | <input type="checkbox"/> |
| 23.0 | OFSWCD (Area II) – Bulletins, recommendations, correspondence, House & Senate communications | Retain according to content of the record series | Paper /electronic | | <input type="checkbox"/> |
| 24.0 | Ohio Soil and Water Commission - Bulletins, recommendations, correspondence, House & Senate communications | Retain according to content of the record series | Paper /electronic | | <input type="checkbox"/> |
| 25.0 | NACD - Bulletins, recommendations, correspondence, House & Senate communications | Retain according to content of the record series | Paper /electronic | | <input type="checkbox"/> |
| 26.0 | NRCS - Bulletins, recommendations, correspondence, House & Senate communications | Retain according to content of the record series | Paper /electronic | | <input type="checkbox"/> |
| 27.0 | Department of Natural Resources - Bulletins, recommendations, correspondence, House & Senate communications | Retain according to content of the record series | Paper /electronic | | <input type="checkbox"/> |
| 28.0 | Other SWCD Support Organizations - Bulletins, recommendations, correspondence, House & Senate communications | Retain according to content of the record series | Paper /electronic | | <input type="checkbox"/> |
| 30.0 | Equipment Operation/Maintenance – owner manuals, warranty information and maintenance records | Until superseded | Paper | | <input type="checkbox"/> |
| 32.0 | Vehicles – copies of titles, registrations, purchase documents, tags | Retain during ownership of vehicles, then destroy one year after all rights removed | Paper | | <input type="checkbox"/> |



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|---------------------------|--|---|----------------------|---|--|
| 40.0 | Information and education – all adult and youth educational programs such as contests, educational tours, clinics meetings, workshops and displays | Until updated or superseded | Paper /electronic | | <input type="checkbox"/> |
| 43.0 | News Releases (1950 – current) | Until no longer of administrative value/Appraise for historical value | Paper | | <input type="checkbox"/> |
| 44.0 | Newsletters – District publications | Permanent | Paper /electronic | | <input checked="" type="checkbox"/> |
| 45.0 | Mailing Lists – newsletter, sales' customers, elected officials, | Until updated | Electronic | | <input type="checkbox"/> |
| 48.0 | Easement Documents – legal document describing easement and subsequent requirements | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 53.0 | Conservation Works of Improvement Projects – rules for drainage projects completed under SB160 program petition process | Permanent | Paper | | <input type="checkbox"/> |
| 54.0 | Grants – special programs which offer monetary incentives for implementing conservation practices, educational programs etc | Three years after audit completed | Paper | | <input type="checkbox"/> |
| 55.0 | Drainage Program – Army Corps stream alteration permit process | Until updated | Paper | | <input type="checkbox"/> |
| 56.0 | Stream Monitoring – records from various groups who have done monitoring | Permanent | Paper/ electronic | | <input checked="" type="checkbox"/> |
| 60.0 | District Personnel Files – applications, prior service records, evaluations, commendations, disciplinary actions, background checks, training plans | Permanent | Paper | | <input type="checkbox"/> |
| 62.0 | Applications and Resumes of job applicants not hired | Three years after received | Paper | | <input type="checkbox"/> |
| 63.0 | Benefit Information – information on available benefits | Until updated | Paper | | <input type="checkbox"/> |
| 71.0 | Annual Meeting Program – Programs for yearly meetings including agenda, award winners, accomplishments | Permanent | Paper /electronic | | <input checked="" type="checkbox"/> |
| 72.0 | Annual Reports – Annual summary of accomplishments, assistance calls, inspections etc. summarized for the Soil & Water Commission and elected officials. After 2008, all annual reporting is collected through the Time Keeping Program used throughout Ohio "SWIMS" | Permanent | Paper /electronic | | <input checked="" type="checkbox"/> |



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|---------------------------|--|-----------------------------------|----------------------|---|--|
| 82.0 | OSWCC Blank Forms | Until updated | Paper /electronic | | <input type="checkbox"/> |
| 91.0 | Pollution Abatement – complaints and investigations of animal waste, sediment runoff and timber harvest | Permanent | SWIMS | | <input type="checkbox"/> |
| 94.0 | Tree Sale Orders – order sheets | Three years after audit completed | Paper /electronic | | <input type="checkbox"/> |
| 95.0 | Fish Sales – order sheets | Three years after audit completed | Paper /electronic | | <input type="checkbox"/> |
| 97.0 | Aerial Photographs – 1938, 1951, 1959, 1966, 1972, 1974, 1979 (not complete sets) | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 98.0 | Topographical maps – by quadrangle | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 99.0 | Engineering Plans – Plans for recreational ponds before 2005.. | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 100.0 | Past Assistance Notes – cooperator's files of assistance provided to landowners at their request for implementing conservation practices | Permanent | Paper | | <input type="checkbox"/> |
| 101.0 | Past Farm Foliage Tour – Program guides and maps | Permanent | Paper /electronic | | <input checked="" type="checkbox"/> |
| 103.0 | Phase II Annual Reports – Report to the EPA addressing the status of Storm Water Management Program (SWMP) implementation for the 16 Phase II Communities in Trumbull County | Five years | Paper /electronic | | <input type="checkbox"/> |
| 103.1 | Phase II Correspondence – notices and bulletins to the Phase II Communities | Permanent | Paper /electronic | | <input type="checkbox"/> |
| 103.2 | Phase II MOUs – agreements between Trumbull SWCD and the 16 Phase II Communities for Stormwater Mgmt | Permanent | Paper /electronic | | <input type="checkbox"/> |
| 104.0 | Phase II Community Information – specific demographics for each of Trumbull SWCD's 16 Phase II Communities | Five years | Paper /electronic | | <input type="checkbox"/> |
| 105.0 | Phase II MCM3 Program elements for MCM 3 Illicit Discharge Detection and Elimination include: <ul style="list-style-type: none"> • Legal Authority • Mapping • Field Screening • Investigation of Potential Illicit Discharges | Five years | Paper /electronic | | <input type="checkbox"/> |



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|------------------------|---|-----------------------------------|-------------------|--|-------------------------------------|
| | <ul style="list-style-type: none"> Spill Response and Prevention Public Awareness and Reporting Program Preventing Sanitary Sewer Discharges Education and Training | | | | |
| 106.0 | Storm Water Annual Reports – submitted yearly to the county commissioners and to the EPA | Permanent | Paper /electronic | | <input checked="" type="checkbox"/> |
| 107.0 | Storm Water Plan – Storm water pollution prevention plan in accordance with the County and EPA's Erosion & Sediment Control Rules | Permanent | Paper /electronic | | <input checked="" type="checkbox"/> |
| 111.0 | HIPPA Privacy | Until updated | Paper | | <input type="checkbox"/> |
| 113.0 | SWPPP – permits, storm water prevention plans, inspection letters, inspection notes, correspondence for Closed Construction Projects | Permanent | Paper/ electronic | | <input checked="" type="checkbox"/> |
| 114.0 | SWPPP – permits, storm water prevention plans, inspection letters, inspection notes, correspondence for Construction Projects In progress | Current | Paper/ electronic | | <input type="checkbox"/> |
| 116.0 | Permit Applications – contractor applications for the Erosion & Sediment Control Permit | Five years after audit completed | Paper | | <input type="checkbox"/> |
| 117.0 | DAM EAPs – plans for dam owners to follow in the event of dam failure or near failure | | Paper/ electronic | | <input type="checkbox"/> |
| 124.0 | SWIMS Time Sheets – employee timesheets completed in the Soil & Water program used in Ohio | | Paper/ electronic | | <input type="checkbox"/> |
| 125.0 | Receipt Books – record of sales, donations, fees and other income | Three years after audit completed | Paper | | <input type="checkbox"/> |
| 126.0 | SWCD Incorporation – articles of incorporation from 1950 | Permanent | Paper | | <input checked="" type="checkbox"/> |
| 127.0 | Bulletins, Posters, and Notices to Employees | Until updated | Posters | | <input type="checkbox"/> |
| 131.0 | Photo File – photos documenting district programs, activities and conservation assistance. | Permanent | Prints & slides | | <input checked="" type="checkbox"/> |
| 132.0 | Goodyear Reports – reports compiled by Trumbull SWCD before Annual reporting became electronic | Permanent | Paper | | <input checked="" type="checkbox"/> |



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Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

— For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

— After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR
The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.