



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

APR 12 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

_____ Trumbull County Human Resources ___ Risk Management _____
 (local government entity) (unit)

[Signature] _____ **RICHARD JACKSON** **DIRECTOR-HR (BH 07) (05) 17**
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Trumbull County _____ **330-675-2518** _____
 (telephone number)

Records Commission

 (address) _____ (city) _____ (zip code) _____ Trumbull _____ (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.

[Signature] _____ **4-12-2017**
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] _____ **Local Government Records Archivist** **4/18/17**
 Signature Title Date

Section D: Auditor of State

[Signature] _____ **4-27-17**
 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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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.



Section E: Records Retention Schedule TRUMBULL COUNTY RISK MANAGEMENT

(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
RM2017-01	Bureau of Workers' Compensation-Lost Time Claims – A worker's compensation claim where eight or more calendar days are lost from work due to a work-related accident or illness ORC 4123.52. There is no requirement for state fund employer to keep a claim file. The official file is kept by BWC. A self-insured employer is required to keep a claim file for each claim that is statutorily open.	10 years after final activity	Paper/ Electronic		<input type="checkbox"/>
RM2017-02	Bureau of Worker's Compensation-Medical Only Claims – A worker's compensation claim where seven or fewer calendar days are lost from work due to a work-related accident or illness. ORC 4123.52	10 years after final activity	Paper/ Electronic		<input type="checkbox"/>
RM2017-03	COBRA – (Consolidated Omnibus Budget Reconciliation Act of 1985) A health insurance law which allows an employee who leaves employment to continue to be covered under the county's health plan. Documents relating to the administration of COBRA requirements including initial notice and the qualifying notice.	Permanent by county or permanently available from Third Party Administrator	Paper/ Electronic		<input type="checkbox"/>
RM2017-04	CORSA (County Risk Sharing Authority) - Ohio county insurance pool. Includes Incidents, claims, annual vehicle reports, renewals, buildings and contents appraisals, certificates of coverage.	2 years provided all claims settled	Paper/ Electronic		<input type="checkbox"/>
RM2017-05	Drug/Alcohol Test – 49 CFR 382.401	5 Years	Paper/ Electronic		<input type="checkbox"/>
RM2017-06	Employee Incident/Accident Reports on exposure to Hazardous Material	Permanent	Paper/ Electronic		<input type="checkbox"/>
RM2017-07	Employee Incident/Accident Reports – Personal Injury (not Workers' Comp claim) Report of employee minor personal injury while on county business.	6 years	Paper/ Electronic		<input type="checkbox"/>
RM2017-09	Employee Insurance – Records documenting insurance benefits for employees.	7 years	Paper/ Electronic		<input type="checkbox"/>



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RM2017-10	Health Insurance Policy Records – Documents contracts and amendments with health insurance benefit carriers. May include documentation of actions by third party vendors or management organizations such as CEBCO (County Employee Benefits Consortium of Ohio).	8 years after expiration	Paper/ Electronic		<input type="checkbox"/>
RM2017-11	Insurance Policy Records – Documents the terms and conditions of insurance policies between the county and insurers. Records include policies for general liability, property, crime and automotive insurance.	From 1990 and up 20 Years	Paper/ Electronic		<input type="checkbox"/>
RM2017-12	PERRP – (Public Employment Risk Reduction program) Log and Summary of Work Related Injuries & Illnesses & supporting documents.	6 years	Paper/ Electronic		<input type="checkbox"/>
RM2017-13	Pre-employment Drug Test Results – Confidential drug test results on potential new employee hires.	1 year	Paper/ Electronic		<input type="checkbox"/>
RM2017-14	Safety Reports – Reports of various safety inspections of equipment and training classes offered to employees.	until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>