



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 (unit)
R. Jackson (signature of responsible official) RICHARD JACKSON DIR-HR/RM (name) (title) 03-05-17 (date)

Section B: Records Commission

Trumbull County 330-675-2518 (telephone number)
Records Commission
160 High St Warren, OH 44481 (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.

Russell A. Godfrey (Signature) 4-12-2017 (Date)
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Amanda D Rindler Local Government Records Archivist 4/18/17
Signature Title Date

Section D: Auditor of State

Martin E Mann (Signature) 4-27-17 (Date)
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 HUMAN RESOURCES

(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
HR2017-01	<u>Accident Reports-</u> Used to report employee accidents. Records may include accident reports, occupational injury report and investigation, and employee identification and physical assessment form.	5 Years	Paper/ Electronic		<input type="checkbox"/>
HR2017-02	<u>EEO Data Sheets</u> Data mandated by federal government for the purpose of tracking Equal Employment Opportunity statistics.	3 Years	Paper/ Electronic		<input type="checkbox"/>
HR2017-03	<u>EEO Data Sheets</u> Data mandated by federal government for the purpose of tracking Equal Employment Opportunity statistics.	3 Years	Paper/ Electronic		<input type="checkbox"/>
HR2017-04	<u>EEO-4 Report -</u> (1602.30 & 1602.31) Periodic report required by the federal government that indicates the composition of the county workforce by sex and race/ethnicity.	3 Years	Paper/ Electronic		<input type="checkbox"/>
HR2017-05	<u>Employee Discipline Records</u> Records of a series of disciplinary actions leading to improvement of performance or termination from employment.	Retain 5 Years after termination	Paper/ Electronic		<input type="checkbox"/>
HR2017-06	<u>FMLA-</u> Disclosure and correspondence to employees utilizing leave under FMLA. 29 CFR 825.500 Recordkeeping requirements.	3 Years	Paper/ Electronic		<input type="checkbox"/>
HR2017-07	<u>Grievances -</u> Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or the employer. (Union & Non-Union)	3 Years after union contract expires or resolution to the final response.	Paper/ Electronic		<input type="checkbox"/>
HR2017-08	<u>Health & Wellness Records-</u> Comprehensive health program designed to maintain high level of employee well being. Includes program activity details and employee participation.	1 Years	Paper/ Electronic		<input type="checkbox"/>



(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
HR2017-09	<u>Immigration Forms & I-9s</u> Form I-9 "Employment and Eligibility Verification for all newly hired employees to verify their identity and authorization to work in the United States. Per Dept. of Homeland Security regulation 8 CFR. 274a.2.	3 Years after date of hire or 1 year after termination, whichever is later.	Paper		<input type="checkbox"/>
HR2017-10	<u>Layoff Records/Employee Retention Points</u> – OCR 124.321 to 124.328 and OAC 124-7-01 and DAS rules in ranking of employee to determine potential layoffs and displacement rights into other positions.	6 Years	Paper/ Electronic		<input type="checkbox"/>
HR2017-11	<u>Personnel Files</u> – Documentation of the history and status of the employment relationship with an individual employee. May include: Employment Applications Performance evaluations Grievances Employment verification Accident Reports Payroll Change Sheets PERS Information Exit Interview Disciplinary Action (s) Waiver (s) COMMISSIONERS DEPARTMENTS ONLY	Purge 2 years after employment terminates	Paper/ Electronic		<input type="checkbox"/>
HR2017-12	<u>Personnel Files PURGED</u> – Including, but not limited to; Service Time Salary History Leave Balances Taxes Paid Resignation Letter Retirement Information Waivers • COMMISSIONERS DEPARTMENTS	40 Years after employment termination. Appraise for historical value.	Paper/ Electronic/ Microfilm Microfilm to be retained Permanent		<input type="checkbox"/>
HR2017-12	<u>Tuition Reimbursement Files / Training</u> – Acknowledgement of tuition reimbursement policy, request to participate in program, and documentation of courses completed or cancelled.	3 Years	Paper/ Electronic		<input type="checkbox"/>
HR2017-13	<u>Union Contracts:</u> Agreements resulting from negotiations with employee bargaining units	8 Years after superseded	Paper/ Electronic		<input type="checkbox"/>