


OHIO HISTORY CONNECTION

Form RC-2

OCT 23 2019 Page:

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	Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17 th Avenue Columbus, Ohio 43211-2474	For State Archives - LGRP Use Only Date Received: _____ Date Reviewed: _____ Items requested for transfer: YES NO if YES, attach copy of transfer form
	STATE AND LOCAL GOVERNMENT RECORDS	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Section A: LOCAL GOVERNMENT UNIT

Trumbull County (Political Subdivision Name)	Planning Commission (Unit)	330-675-2480 (Phone)
<i>Julie M. Green</i> (Signature of Responsible Official)	Julie M. Green (Name)	Interim Director (Title)
		10/15/2019 (Date)

Section B: TRUMBULL COUNTY RECORDS COMMISSION

160 High St (Address)	Warren (City)	44481 (Zip Code)	Trumbull (County)	330-675-2518 (Phone)
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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 of date of _____

Chairman, Records Commission:

Paula V. [Signature]
 Signature Date 10/19/19

Section C: OHIO HISTORICAL SOCIETY - STATE ARCHIVES

<i>Amanda [Signature]</i> (Signature of Responsible Official)	Lead Government Records Archivist (Name)	11/4/19 (Date)
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Section D: AUDITOR OF STATE

<i>Martin E. Meeks</i> (Signature of Responsible Official)	MARTIN MEEKS (Name)	Records Mgr (Title)	11-12-19 (Date)
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Section E: TABLE OF RECORDS TO BE DISPOSED

(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
2019-1	ANNEXATION FILES: Contains copy of petition for annexation showing date executed, names and addresses of subscribers, and full description of land to be annexed including a plat thereof. Convenience working copy - Original Recorded MAP - recorded at the Trumbull County Recorder's Office and included in the Official Records.	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
2019-2	ANNUAL BUDGETS A- DEPARTMENTS- Fiscal allocation to a department or office for the fiscal year B- PREPARATION DOCUMENTS(WORKING PAPERS) - Preparation documents used to create annual budgets	3 Years	Paper/Electronic		<input type="checkbox"/>
		Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Section A: LOCAL GOVERNMENT UNIT

Trumbull County	Planning Commission	330-675-2480
(Political Subdivision Name)	(Unit)	(Phone)

(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
2019-3	ANNUAL INVENTORY- ORC 305-18 Departmental inventory of all materials, machinery, tools, office furniture, and other county property under the jurisdiction of each officer or department	3 years	Paper Electronic		<input type="checkbox"/>
2019-4	ANNUAL REPORTS- A report containing substantive information of operations, policies, procedures, and planning.	PERMANENT	Paper Electronic		<input checked="" type="checkbox"/>
2019-5	AREA REPORTS-- Arranged by district within the region. Contains abstract and summary of technical reports pertaining to each area.	PERMANENT	Paper Electronic		<input checked="" type="checkbox"/>
2019-6	AUDIOVISUAL, PUBLIC RELATIONS, TRAINING MATERIALS- Materials and resources compiled or created for presentations, public relations events, and/or training exercises.	Until information is superseded, obsolete, or replaced	Paper Electronic		<input type="checkbox"/>
2019-7	BLANK FORMS- Obsolete, unneeded, or superseded form stock.	Until information is superseded, obsolete, or replaced	Paper Electronic		<input type="checkbox"/>
2019-8	BULLETINS, POSTERS, AND NOTICES TO EMPLOYEES - Announcements and informational notices including unsolicited announcements related to job functions.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
2019-9	CALENDARS/DESK AND APPOINTMENTS- Records document the day to day activities of an office. This series may include, but is not limited to, staff daily schedules, daily work logs, appointment information and desk calendars.	3 months after calendar year	Paper Electronic		<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Section A: LOCAL GOVERNMENT UNIT

Trumbull County

Planning Commission

330-675-2480

(Political Subdivision Name)

(Unit)

(Phone)

(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
2019-10	CONTRACTS- Legal agreements with individuals, organizations, or entities to procure goods and/or services.	8 years after expiration	Paper Electronic		<input type="checkbox"/>
2019-11	<p>CORRESPONDENCE- Messages sent and received by any media including letters, memos, faxes, email messages, misc. communications;</p> <p>(A) Transient- Communications which convey information of temporary importance in lieu of oral communications, i.e. drafts, meeting notices, referral letters, request for routine information, or publications provided to the public agency.</p> <p>(B) GENERAL- Request for information pertaining to interpretations and other miscellaneous inquiries; informative-does not attempt to influence policy. Includes copies of outgoing correspondence maintained for reference purposes.</p> <p>(C) SUBSTANTIVE EXECUTIVE- Correspondence of the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning policies, procedures, program, fiscal, and personnel matters.</p>	<p>Retain according to content, ensure metadata retained</p> <p>Until no longer of administrative value</p> <p>2 years</p> <p>5 years</p>	<p>Paper Electronic</p> <p>Paper Electronic</p> <p>Paper Electronic</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
2019-12	EQUIPMENT MAINTENANCE RECORDS- Documents ownership, warranties, routine maintenance and repair of county owned equipment.	Life of Equipment	Paper Electronic		<input type="checkbox"/>

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Section A: LOCAL GOVERNMENT UNIT

Trumbull County

Planning Commission

330-675-2480

(Political Subdivision Name)

(Unit)

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(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
2019-13	FINANCIAL RECORDS- Records pertaining to financial transaction including accounts payables, accounts receivables, bank statements, pay ins, pay ins to treasury, purchase orders, requisitions, invoices, warrants, bill backs, bill schedules, listing of warrants paid, detail reports: cash and account books, receipts, cancelled checks, vouchers, appropriation adjustments, transfers, encumbered and unencumbered amounts, remaining balances, monthly expenditures, statements, petty cash, ETC	3 years provided audited	Paper/Electronic	<i>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.</i>	<input type="checkbox"/>
2019-14	FLOODPLAIN RECORDS: Maps, surveys, regulations, violations, correspondence, and other documentation.	PERMANENT	Paper/Electronic		<input type="checkbox"/>
2019-15	GRANT PROGRAM FILES- Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain as required by grant written. If unspecified, 5 years provided audited	Paper/Electronic		<input type="checkbox"/>
2019-16	INVESTIGATION FILES— Investigation records to include internal investigations and referrals for outside investigations.	3 years after completion of investigation or decision not to investigate	Paper/Electronic		<input type="checkbox"/>
2019-17	LEASES- Equipment leasing records	2 years after expiration	Paper/Electronic		<input type="checkbox"/>
2019-18	MANUALS AND HANDBOOKS Documents relating to activities and operations of the department, agency or office. May include rules regarding behavior, instructions for operations, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced	Paper/Electronic		<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

Section A: LOCAL GOVERNMENT UNIT

Trumbull County Planning Commission 330-675-2480
(Political Subdivision Name) (Unit) (Phone)

(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
2019-19	MAPS A.) Arranged by subject. Contains maps on all facets of the area's development including zoning, soil, land use, utilities. B.) Requests and subsequent invoicing for mapping services.	PERMANENT	Paper Electronic		<input checked="" type="checkbox"/>
		1 year from date of request	Paper Electronic		<input type="checkbox"/>
2019-20	MASTER FILE OF HOUSE NUMBERS Planning and record of house numbers	Obsolete	Paper-Electronic		<input type="checkbox"/>
2019-21	MINUTES -- Arranged chronologically by meeting. Contains minutes of meetings of the planning commission, contains resolutions authorizing studies and reports concerning the physical, environmental, social, economic, and governmental characteristics, functions, and services of the region or county, the appointment of employees, hiring of consultants, and letting of contracts for the purchase of supplies and equipment.	PERMANENT	Paper Electronic Microfilm		<input type="checkbox"/>
2019-22	MINUTES OF THE RURAL ZONING COMMISSION	Obsolete	Paper Electronic		<input checked="" type="checkbox"/>
2019-23	PERSONNEL FILES EMPLOYMENT FILES: Documentation of service throughout the duration of an individual's employment. Includes job descriptions detailing the classification, needed experience, education, physical requirements, and duties by title; professional licenses, certifications, trainings, continuing education, and other documents noting advancement in education related to job position; and evaluations used to measure employee performance.	Retain 10 years after employee terminates	Paper Electronic		<input type="checkbox"/>

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Section A: LOCAL GOVERNMENT UNIT

Trumbull County

Planning Commission

330-675-2480

(Political Subdivision Name)

(Unit)

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(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
2019-24	PROJECT PLANNING FILES -- Arranged alphabetically by project. Contains working papers used by staff assigned to a specific project including research notes, related correspondence, preliminary draft, and final project report.	5 years after completion of final report	Paper/Electronic		<input type="checkbox"/>
2019-25	Public Records Requests files and Log - Correspondence, research and other records regarding public records requests received by the office and the log maintained of all public records requests.	1 year	Paper/Electronic		<input type="checkbox"/>
2019-26	STREET NAME CHANGE FILES -- Planning and record of street name changes, vacations, and easements. Convenience working copy- Original Recorded at the Trumbull County Recorder's Office and included in the Official Records	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
2019-27	TECHNICAL REPORTS -- Arranged alphabetically by title. Consists of published final project reports on studies undertaken by the commission on such subjects as land use, housing market, mobile homes, analysis of governmental services, open space, tax, residential development, parking and traffic, water supply, population, and transportation.	PERMANENT	Paper/Electronic/Microfilm		<input checked="" type="checkbox"/>
2019-28	ZONING FILES: Records pertaining to planning staff reports and planning commission recommendations of township proposed zoning resolution map and text changes per Section 519.12 of the Ohio Revised Code.	PERMANENT	Paper/Electronic		<input checked="" type="checkbox"/>