



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

TRUMBULL COUNTY FAIR-AGRICULTURAL SOCIETY

(local government entity)

(unit)

(signature of responsible official)

Brenda Richman

(name)

Brenda Richman

(title)

Financial Secretary

(date)

8/19/2020

Section B: Records Commission

Trumbull County Records Commission

185 E. MARKET ST

WARREN

44481

(telephone number)
330-675-2518

(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.

Paul A. Godfrey

8/19/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist 8/19/2020

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

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 (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

TRUMBULL COUNTY FAIR-AGRICULTURAL SOCIETY

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	INSTITUTIONAL AND LEGAL RECORDS				<input type="checkbox"/>
2020-01	Articles of Incorporation	Permanent	Paper		<input checked="" type="checkbox"/>
2020-02	Charter	Permanent	Paper		<input checked="" type="checkbox"/>
2020-03	By-Laws	Permanent	Paper		<input checked="" type="checkbox"/>
2020-04	Minutes of Directors Meetings	Permanent	Paper		<input checked="" type="checkbox"/>
2020-05	Minutes of Committee Meetings	Permanent	Paper		<input checked="" type="checkbox"/>
2020-06	Deeds and Title	Permanent	Paper		<input checked="" type="checkbox"/>
2020-07	Leases	While active + 6 years	Paper		<input type="checkbox"/>
2020-08	Patent & Trademark Records	While active + 12 years	Paper		<input type="checkbox"/>
2020-09	State Qualification of Doing Business	Permanent	Paper		<input checked="" type="checkbox"/>
	FEDERAL TAX RECORDS				<input type="checkbox"/>
2020-10	Form 990 and support	Permanent	Paper		<input type="checkbox"/>
2020-11	Form 990-T and support	Permanent	Paper		<input type="checkbox"/>
2020-12	W-2 & W-3 Forms	Permanent	Paper		<input type="checkbox"/>
2020-13	IRS Exemption Determination Letter	Permanent	Paper		<input type="checkbox"/>
2020-14	State Tax Exemptions	Permanent	Paper		<input type="checkbox"/>
	ACCOUNTING & FINANCIAL RECORDS				<input type="checkbox"/>
2020-15	Annual Financial Statements & Audit Reports	Permanent	Paper		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(local government entity)

(unit)

TRUMBULL COUNTY FAIR-AGRICULTURAL SOCIETY

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
2020-16	Description of Accounting System	Permanent	Paper		<input checked="" type="checkbox"/>
2020-17	General Ledgers	Permanent	Paper		<input checked="" type="checkbox"/>
2020-18	Account Payable and Subsidiary ledgers	10 years	Paper		<input type="checkbox"/>
2020-19	Accounts Receivable and Subsidiary ledgers	10 years	Paper		<input type="checkbox"/>
2020-20	Check Registers	10 years	Paper		<input type="checkbox"/>
2020-21	Operating ledgers	While active +9 years	Paper		<input type="checkbox"/>
2020-22	Uncollected Accounts	10 years	Paper		<input type="checkbox"/>
2020-23	1099 and other federal forms	10 years	Paper		<input type="checkbox"/>
	LITIGATION RECORDS				<input type="checkbox"/>
2020-24	Settlement Documents	Permanent	Paper		<input checked="" type="checkbox"/>
2020-25	Claims	While active +9 years	Paper		<input type="checkbox"/>
2020-26	Court documents & records	While active +9 years	Paper		<input type="checkbox"/>
2020-27	Discovery Materials	While active +9 years	Paper		<input type="checkbox"/>
	INSURANCE RECORDS				<input type="checkbox"/>
2020-28	Property & Liability Policies	While active + 12 years	Paper		<input type="checkbox"/>
2020-29	Insurance claims documentation	While active + 12 years	Paper		<input type="checkbox"/>
	BANK RECORDS				<input type="checkbox"/>

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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 LGRP	(6) RC-3 Required by LGRP
2020-30	Bank Statements	10 years	Paper		<input type="checkbox"/>
2020-31	Wire Transfer records	10 years	Paper		<input type="checkbox"/>
2020-32	Bank Reconciliation's and support	10 years	Paper		<input type="checkbox"/>
2020-33	Canceled Checks	10 years	Paper		<input type="checkbox"/>
	PERSONNEL FILES				<input type="checkbox"/>
2020-34	W-2 & W-3 Forms	Permanent	Paper		<input type="checkbox"/>
2020-35	Personnel Files including: Application, 1-9 record, resume, Performance evaluations, Personnel action forms, W-4 Form, state withholding form	While active +10 years	Paper		<input type="checkbox"/>
2020-36	EEO Records (AAP, EEO-1) Benefit Plans	While active +10 years	Paper		<input type="checkbox"/>
2020-37	Application of non-selected Candidates	2 years	Paper		<input type="checkbox"/>
2020-38	Transient Records	After Administration value has been met	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>