



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

_____ TRUMBULL COUNTY COMMISSIONERS _____ CLERK _____ 4/21/23
 (Local government entity) (unit)
Paula Winkler, CLERK Board of Trumbull County
 (Signature of responsible official) (name) (title) (date) COMMISSIONERS

Section B: Records Commission

TRUMBULL COUNTY RECORDS COMMISSION (330) 675-2518

Records Commission (telephone number)

 (address) 160 HIGH ST NW WARREN, OH (city) 44481 (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] 4-20-23
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

_____ Government Records Archivist _____ 4/26/2023
 Signature Title Date

Section D: Auditor of State

_____ 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- Trumbull County Commissioners- Amended RC2-CO-2015-42

(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 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------|
| <p>AMENDMENT From <u> </u> 12/10/2015 approval CO-2015-42 All media from April 2023 to present will be permanent record.</p> | <p>MEETING MINUTES- Official copy of proceedings of regular and special meetings of the Board of Commissioners This amendment is approved by the majority of the Board of Commissioners to adopt a resolution maintain the record of proceedings for the Trumbull County Board of Commissioners by electronic means Resolution # <u> </u> Dated April 12, 2023 and is duly recorded in their Journal Volume 156, Page (s) 25619-25620</p> | <p>PERMANENT Journal/ Books</p> | <p>Paper</p> | | <p><input checked="" type="checkbox"/></p> |
| | <p>Scanned images of the Commissioners Journals Books</p> | <p>PERMANENT</p> | <p>Electronic- Images- OnBase Database</p> | | <p><input checked="" type="checkbox"/></p> |
| | <p>Audio recording of the meetings and workshops – to record the comments sections of the meetings that will replace the written extensive conversations in the meetings.</p> | <p>PERMANENT</p> | <p>Audio of the meetings</p> | | |
| | <p>Video recordings of the Commissioners meetings and workshops- to record the comments sections of the meetings that will replace the written extensive conversations in the meetings.</p> | <p>Starting April 2023 PERMANENT</p> | <p>Video Recordings</p> | | <p><input type="checkbox"/></p> |
| | <p>Microfilm of the Commissioners Journals</p> | <p>PERMANENT</p> | <p>Microfilm</p> | | <p><input checked="" type="checkbox"/></p> |
| | | | | | <p><input type="checkbox"/></p> |
| | | | | | <p><input type="checkbox"/></p> |