



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

____ Trumbull County Recorder - Records Center & Archives _____
 (local government entity) (unit)

Lynn Wallace-Smith Lynn Wallace-Smith Records Manager 04/04/2023
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission Trumbull County

(330) 675-6615

____ Records Commission _____ (telephone number)
 ____ 160 High St NW Warren 44481 Trumbull _____
 (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.

 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

 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**



Section E: Records Retention Schedule

Records Center & Archives

(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
REC-23-01	Records Center & Archives Annual Reports <i>Older files up to 1992 – Cannot locate 1992-2012 not complete- organized to the best of our ability 2012- present Annual Report Submitted to the Trumbull County Recorder and the Trumbull County Board of Commissioners</i>	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
REC-23-02	Department Record Requests Forms <i>Records documenting office or departmental requests for records from the Records Center & Archives</i>	2 years after files are returned	Paper/ Electronic		<input type="checkbox"/>
REC-23-03	Department Transfer/Intake Forms <i>Records documenting the transfer of records from the office/departments to the Records Center & Archives for storage and/or archive processing</i>	Retain until entered into the FileBridge Tracking Database	Paper/ Electronic		<input type="checkbox"/>
REC-23-04	Record Request Log / Spreadsheet <i>Record documenting and tracking public record requests to the Records Center & Archives from the public.</i>	2 years	Paper/ Electronic		<input type="checkbox"/>
REC-23-05	Records Microfilm Log 2012 – present Record documenting the information of department records archived to microfilm.	Permanent	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>