



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Trumbull County Records Commission
 (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 Records Commission (330) 675-2518
 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.

[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

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
Trumbull County Records Commission

(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
RC-23-01	Certificate of Records Disposals (RC-3) – Internal documenting the destruction of records per the Records Retention Schedule) Includes both the internal forms not needed to be sent to the Ohio History Connection for final review and for those not submitted to OHC.	Permanent	Paper/ Electronic		<input type="checkbox"/>
RC-23-02	One-Time Disposal of Obsolete Records (RC-1) Records documenting requests for the one-time destruction of obsolete records; submitted to the Ohio History Connection and the Ohio State Auditor for review and approval; for RC-1	Permanent	Paper/ Electronic		<input type="checkbox"/>
RC-23-03	Records Retention Schedules (RC-2) Records documenting the scheduling of records for retention and disposition purposes: submitted after Records Commission approval to the Ohio History Connection and the Ohio State Auditor	Permanent	Paper/ Electronic		<input type="checkbox"/>
RC-23-04	Records Commission Meeting Minutes- From 2012- present Older records are not complete- organized to the best of our ability. *Official record of proceedings of the Trumbull County Records Commission	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
RC-23-05	Certified Public Records Training Certificates (ORC 149.43) Certificates for each elected official signifying their completion of the mandated certified public records training requirements; including Public Record Training Designee Acknowledgements	5 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>