



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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APR 17 2019

STATE AND LOCAL
GOVERNMENT RECORDS

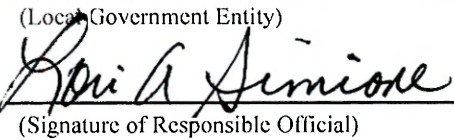
ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Trumbull County Educational Service Center

(Local Government Entity)	(Unit)		
	Lori Simione	Treasurer	4/8/2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Trumbull County ESC Records Commission

330-505-2800

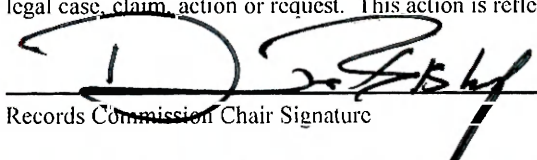
(Telephone Number)

6000 Youngstown Warren Rd.	Niles	44446	Trumbull
(Address)	(City)	(Zip Code)	(County)

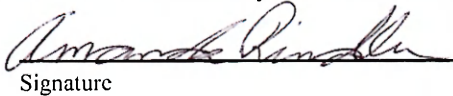
To have this form returned to the Records Commission electronically, include an email address:

Lori.simione@trumbullesc.org

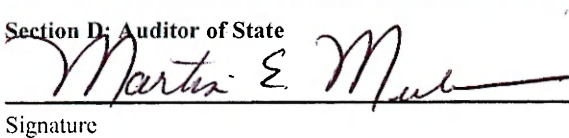
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	4/8/2019
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	4/29/19
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	5-9-19
Signature	Title	Date

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**(Local Government Entity)
Trumbull County ESC

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
ADM-02	Fixed Asset Reports 1996-2007	Paper	Electronic Data Storage 2010-2014	
BRD-07	Professional Leave Requests 2008-2014	Paper		
GEN-05	Bank Statements 2002-2009	Paper	Electronic Data Storage 2008-2009	
GEN-05	Depository Agreements 2002-2009	Paper		
GEN-03	Purchase Orders/Vouchers 2005-2009	Paper		
GEN-05	Bus Bids 2004-2011	Paper		
GEN-05	Service Contracts 1999-2002	Paper		
GEN-03	CAF's(Medicaid Program) 1998-2005	Paper		
GEN-03	State/Federal Grant Documents 1998-2004	Paper		
PAY-03	Employee Medical Insurance Billing 2001-2005	Paper		
PAY -03	STRS/SERS Payroll Reports 2005-2013	Paper	Electronic Data Storage 2005-2013	
PAY-03	Absence Reports/Call-off Logs 2007-2015	Paper		
PAY-03	Attendance Records 1992-2010	Paper		
PAY-03	Life & Vision Ins Billing 2015	Paper	Electronic Data Storage	
PAY-03	Bi-weekly Payroll Reports 2000-2015	Paper	Electronic Data Storage 2005-2015	

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**(Local Government Entity)
Trumbull County ESC

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
PAY-03	OBES Reports 2002-2007	Paper		
PAY-02	W-2's 2000-2011	Paper	Electronic Data Storage 2005-2011	
PAY-02	1099's 2003-2013	Paper	Electronic Data Storage 2005-2015	
RPT-01	Audits 1995-2007	Paper	Electronic Data Storage 2007	



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STATE AND LOCAL
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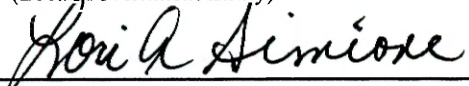
RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Trumbull County Educational Service Center

(Local Government Entity)	(Unit)		
	Lori Simone	Treasurer	4/8/2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

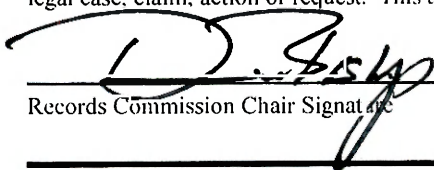
(Zip Code)

(County)

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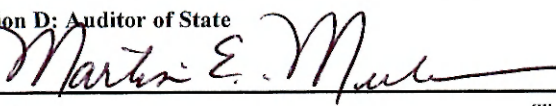
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	4/8/2019
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	4/29/19
Signature	Title	Date

Section D: Auditor of State

	Records Manager	5-9-19
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.*

Trumbull County ESC

(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 LGRP	(6) RC-3 Required by LGRP
BRD-01	Minutes, Blue Prints, Deeds, Leases, Court Decisions, Claims and Litigation	Permanent	Paper/ Electronic		☒
BRD-02	Elections, Record Disposal Forms, Bargaining Agreements, Workers Comp Claims	10 Years	Paper/ Electronic		☐
BRD-03	Budget Files	5 Years	Paper/ Electronic		☐
BRD-04	Board Policy Books, Administrative Regulations, Board Meeting Notes, Agendas	2 Years	Paper/ Electronic		☐
BRD-05	Active and Inactive Employee Files (Applications, Resumes, Personnel Actions, Transcripts, etc. which are part of the file) Employee Contracts	Permanent	Paper/ Electronic		☐
BRD-07	Applications (not hired), Professional Conference Applications, Schedules of Employees, I-9 Forms	2 Years	Paper/ Electronic		☐
STU-01	Student Record Folders, Psychological Records, IEP	Permanent	Paper		☐
BDG -01	Tornado and Fire Drill Records, Building Health Inspections, Student Activity Records,	2 Years	Paper/ Electronic		☐
ADM-01	Center Calendars, Rental Information, All Building Reports	5 Years	Paper/ Electronic		☐
ADM-02	Plant and Equipment Inventory, Textbook Inventory, Supplies Inventory	Until Superseded	Paper/ Electronic		☐
GEN-01	Securities	Permanent	Paper/ Electronic		☐
GEN-02	Insurance Policies, Vendor Contracts	15 Years	Paper/ Electronic		☐

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

Trumbull County ESC

(Local Government Entity)

(Unit)

GEN-03	State Program Files, Federal Program Files, Vouchers, Invoices, and Purchase Orders	10 Years	Paper/ Electronic		☐
GEN-04	Annual Financial Reports, Foundation Distribution, Budgets, Accounts Payable Ledgers, Accounts Receivable Ledgers, Budget Work Papers, Unemployment Claims, Employee Bonds, Board Member Bonds, Appropriation Resolutions	5 Years	Paper/ Electronic		☐
GEN-05	Canceled Checks and Bank Statements, Publication Notice, Tuition Fees and Payments, Investment Records, Check Registers, Deposit Records, Receipt Books, Monthly Financial Records, Service Contracts, Bids and Specifications, Depository Agreements	4 Years	Paper/ Electronic		☐
GEN-06	Delivery/Packing Slips, Requisitions	1 Year	Paper/ Electronic		☐
PAY-01	Payroll Ledgers, Earnings Registers, Monthly Payroll Reports, Civil Rights Reports	Permanent	Paper/ Electronic		☐
PAY-02	W-2's, W-4's, Quarterly/Annual Federal, State, City, School Income Tax Reports, 1099's, Time Sheets	6 Years	Paper/ Electronic		☐
PAY-03	Bi-Weekly Payroll Reports, Payroll Calculations, SERS/STRS Reports, Annuity Reports, Benefit Reports, Employee Leave Request Forms, Deduction Reports, Employee Insurance Bills	4 Years	Paper/ Electronic		☐
RPT-01	State Audit Reports	5 Years	Paper/ Electronic		☐
OTR-01	Personnel Directory	10 Years	Paper/ Electronic		☐