

**Municipal Records Retention Schedule M9
PUBLIC WORKS**

Item Number	Record Series Title	Minimum Retention Required	Disposition
	Accident Reports		
(M7-295)	a. Fatal	permanent	maintain in municipality
(M7-300)	b. Non-fatal	10 years (CGS Sec. 7-282)	destroy ¹
M9-010	Asphalt/earth product tickets	3 years after audit	destroy ¹
	Bid documents, including RFP's		
(M3-060)	a. Construction (accepted and not accepted)	6 years after completion of project; or 6 years after filing if not built	destroy ¹
(M3-065)	b. Service or Supply (accepted and not accepted)	3 years after audit	destroy ¹
M9-020	Block, lot plans, master files of municipal building histories	permanent	maintain in municipality
(M1-025)	Bonds, Performance includes excavation bonds	6 years after completion of project	destroy ¹
M9-030	Bridge Records, including logs and inspections	life of structure	destroy after life of structure ¹
M9-040	Call Before You Dig Tickets (construction application/permit within right of way)	2 years after application	destroy ¹
(M10-020)	Construction documents including road & drainage projects	life of structure	destroy after life of structure ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
M9-050	Evictions log	3 years after audit	destroy ¹
M9-060	Hazardous waste disposal records	permanent	maintain in municipality
	Inspection reports (public works projects not covered elsewhere on schedule)		
M9-070	a. Routine i.e. sidewalks and roads	5 years after inspection	destroy ¹
M9-075	b. Building of roads and bridges	life of structure	destroy after life of structure ¹
	Inventory records		
(M3-230)	a. Annual records	3 years after audit	destroy ¹
(M3-235)	b. Permanent equipment records	update annually	
M9-085	Maintenance requests	3 years after audit	destroy ¹
M9-095	Maintenance work records (including snow and ice removal, weather information, curbs, paving, potholes, signs, streets, assignments)	3 years after audit	destroy ¹
	Maps		
M9-105	a. Municipal maps including streets, utilities, public properties, flood maps	permanent	maintain in municipality
M9-110	b. Working maps	10 years	destroy ¹
M9-120	Motor vehicle service record	life of vehicle	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
	Project files:		
M9-130	a. Documenting the planning, design, and construction of municipally owned facilities, structures and systems (project records, project books of projects completed or abandoned)	permanent	maintain in municipality
(M1, M3)	b. Fiscal and administrative documentation	See Schedule M1 and M3	
	Solid waste management records (recycling)		
M9-140	a. Dump ticket stubs	3 years after audit	destroy ¹
M9-145	b. Landfill records	permanent	maintain in municipality
M9-150	c. Tonnage reports	3 years after audit	destroy ¹
M9-155	d. Transfer permits	3 years after audit	destroy ¹
M9-165	Street light records , includes installation, maintenance, and repair	life of light	destroy ¹
M9-170	Street Opening Permit	Life of structure	destroy ¹
M9-175	Tickets - all others not separately listed	3 years after audit	destroy ¹
M9-185	Town aid fund records	6 years after audit	destroy ¹
M9-195	Traffic signals: installation/repair	life of light	destroy ¹
M9-205	Work Orders	3 years after audit	destroy ¹

¹ Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.