

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 11/2008)

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RETENTION SCHEDULE

09-12-1

AGENCY: Connecticut Commission on Culture and Tourism	AGENCY ADDRESS: One Constitution Plaza, 2 nd Floor, Hartford, CT 06103	This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised If revised, superseded retention schedule number(s): 98-3-1, 80-7
PROGRAM / UNIT: Agency-wide: Arts Division, Film Division, Historic Preservation and Museum Division, and Tourism Division		

RMLO (type or print): Sandy Hayes	TITLE (type or print): Secretary II	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 10/5/09
APPROVED (RMLO): Sandy Hayes (signature on file)	DATE: 9/22/09	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE OF SCHEDULE: 10/7/09

ITEM NUMBER	RECORDS SERIES TITLE	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
A. AGENCY-WIDE RECORDS					
1.	Marketing Grant Files – Approved Consists of files for the state-funded Marketing grant program (Cooperative and Challenge), which provides marketing partnerships; increases attendance, visitation, and overnight stays; extends state and regional marketing efforts funded by the State; and assist non-profit culture and tourism entities in their efforts to promote attractions and events. Including but not limited to: applications, project proposals, narratives, supporting documentation, grant contracts, related correspondence, evaluations, awards, and reports.	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	
2.	Marketing Grant Files – Withdrawn / Rejected Consists of files for the state-funded Marketing grant program (Cooperative and Challenge), which provides marketing partnerships; increases attendance, visitation, and overnight stays; extends state and regional marketing efforts funded by the State; and assists non-profit culture and tourism entities in their efforts to promote attractions and events. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to, project proposals, narratives, supporting documentation, related correspondence, and evaluations.	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	
(S1-190)	Minutes of Meetings – Agency Committee Meetings Consists of minutes of meetings for the Arts Committee, Executive Committee, Film Committee, Special Projects Committee, and Tourism Committee.	5 years from date of meeting	N/A	5 years from date of meeting	May contain historical value – contact State Archivist prior to submission of Form RC-108.

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Connecticut Commission on Culture and Tourism: Agency-wide, Schedule Number: 09-12-1

ITEM NUMBER	RECORDS SERIES TITLE	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
(S1-200)	Minutes of Meetings – Board / Commission Meetings Consists of minutes of meetings for the Historic Preservation Council, State Review Board, Sports Advisory Board, and Full Commission.	Permanent	N/A	Permanent / Archival	
(S1-210)	Records of Meetings Consists of agendas of meetings for the Arts Committee, Executive Committee, Film Committee, Historic Preservation Council, Special Projects Committee, Sports Advisory Board, State Review Board, Tourism Committee, and Full Commission.	1 year from date of meeting	N/A	1 year from date of meeting	
3.	Culture and Tourism Partnership Grant Program Files – Approved Consists of files for the state-funded Culture and Tourism Partnership grant program, which encourages partnerships between cultural and tourism entities. Including but not limited to: applications, supporting documentation, grant contracts, related correspondence, evaluations, award letters, and reports.	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400.
4.	Culture and Tourism Partnership Grant Program Files – Withdrawn / Rejected Consists of files for the state-funded Culture and Tourism Partnership grant program, which encourages partnerships between cultural and tourism entities. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: applications, related correspondence, and evaluations.	3 years from date application, or until audited, whichever is later	N/A	3 years from date application, or until audited, whichever is later	CGS §10-400.
(S1-380)	Publications Consists of agency-generated publications.	No requirement	N/A	No requirement	Pursuant to CGS §11-99b, 17 copies forwarded to the Connecticut State Library State Document Depository Program.
5.	Recognition and Awards Files Consists of the Governor’s Awards for Excellence in Culture & Tourism and Distinguished Advocates for Culture & Tourism Awards, which are used to recognize individuals of significant renown for excellence and lifetime achievement and honor individuals who have worked, without monetary compensation, to strengthen, preserve or promote the arts, film/video/digital media, history/heritage/historic preservation or tourism in Connecticut. Including but not limited to: guidelines, nomination forms, notifications, and award programs.	1 year from date of award	N/A	1 year from date of award	May contain historical value – contact State Archivist prior to submission of Form RC-108.

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ITEM NUMBER	RECORDS SERIES TITLE	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
6.	Strategic Initiative Grant Files – Approved Consists of state-funded Strategic Initiative Grant (SIG) files, which are used to encourage unique, ground-breaking projects that advance culture and tourism in Connecticut. Including but not limited to: applications, project proposals, narratives, supporting documentation, grant contracts, related correspondence, evaluations, award letters, and technical and final reports.	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	
7.	Strategic Initiative Grant Files – Withdrawn / Rejected Consists of state-funded Strategic Initiative Grants (SIG), which is used to encourage unique, ground-breaking projects that advance culture and tourism in Connecticut. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: project proposals, narratives, supporting documentation, related correspondence, and evaluations.	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	
B. ARTS DIVISION RECORDS					
8.	Art in Public Spaces Program Files Consists of files of the state-funded Art in Public Spaces Program, which requires that not less than one percent of the cost of construction or renovation of publicly accessible state buildings be allocated for the commission or purchase of artwork for that building. Includes the Connecticut Visual Arts Slide Bank, the Connecticut Artists Collection (works of art by distinguished Connecticut artists), and Maintenance and Conservation (annual inspection and conservation of all artworks purchased and commissioned since 1978). Including but not limited to: contracts, artist proposals, correspondence, descriptions of art, photographic documentation, budget documentation of funds transferred, bond allocations, and construction and conservation information.	Life of artwork	N/A	Life of artwork	CGS §4b-53. May contain historical value – contact State Archivist prior to submission of Form RC-108.
9.	Artist Fellowship Grant Program Files – Approved Consists of files for the state-funded Artists Fellowship program, which provides grants designed to encourage the continuing artistic development of Connecticut’s finest creative artists. Including but not limited to: applications, supporting documentation, grant contracts, related correspondence, evaluations, award letters, and reports.	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400.

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ITEM NUMBER	RECORDS SERIES TITLE	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
10.	<p>Artist Fellowship Grant Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded Artists Fellowship program, which provides grants designed to encourage the continuing artistic development of Connecticut’s finest creative artists. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: project proposals, narratives, supporting documentation, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400.
11.	<p>Arts in Education Program Files – Approved</p> <p>Consists of files for the state-funded Arts in Education program, which is dedicated to advancing the arts as essential elements of life-long learning, including the High Order Thinking (HOT) Schools Program, Creative Collaborations Program, Early Learning Arts Program, and the Underserved Youth Arts Program. Including but not limited to: applications, supporting documentation, grant contracts, related correspondence, evaluations, award letters, and reports.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts’ <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.
12.	<p>Arts in Education Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded Arts in Education program, which is dedicated to advancing the arts as essential elements of life-long learning, including the High Order Thinking (HOT) Schools Program, Creative Collaborations Program, Early Learning Arts Program, and the Underserved Youth Arts Program. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: project proposals, narratives, supporting documentation, related correspondence, and evaluations</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts’ <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.
13.	<p>Arts Presentation Program Files – Approved</p> <p>Consists of files for the state-funded Arts Presentation Program, which provides funding to non-profit organizations, units of state or local government, and educational institutions that present events featuring members of the CCT Directory of Performing Artists or Directory of Teaching Artists. Including but not limited to: applications, supporting documentation, grant contracts, related correspondence, evaluations, award letters, and reports.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts’ <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.

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14.	<p>Arts Presentation Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded Arts Presentation Program, which provides funding to non-profit organizations, units of state or local government, and educational institutions that present events featuring members of the CCT Directory of Performing Artists or Directory of Teaching Artists. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: project proposals, narratives, supporting documentation, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts' <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.
15.	<p>Connecticut Arts Endowment Fund Program Files – Approved</p> <p>Consists of files for the state-funded Connecticut Arts Endowment Fund, which stimulates the development of private sector funding and helps to stabilize arts institutions. Including but not limited to: applications, supporting documentation, grant contracts, related correspondence, evaluations, award letters, and reports.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-406 to 408.
16.	<p>Connecticut Arts Endowment Fund Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded Connecticut Arts Endowment Fund, which stimulates the development of private sector funding and helps to stabilize arts institutions. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: project proposals, supporting documentation, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-406 to 408.
17.	<p>Connecticut State Poet Laureate Program Files – Approved</p> <p>Consists of files for the state-funded honorary position of State Poet Laureate, who functions as an advocate for poetry. Including but not limited to: applications (nomination form, narrative, resume, and letters of support), guidelines, related correspondence, evaluations, and annual stipend.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	State Poet Laureate serves for a term of five years. CGS §10-400. May contain historical value – contact State Archivist prior to submission of Form RC-108.
18.	<p>Connecticut State Poet Laureate Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded honorary position of State Poet Laureate, who functions as an advocate for poetry. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: applications, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400.
19.	<p>Connecticut State Troubadour Program Files – Approved</p> <p>Consists of files for the state-funded honorary position of State Troubadour, who functions as an ambassador of music and song and to promote the State through song during public performances. Including but not limited to: applications, guidelines, related correspondence, evaluations, and annual stipend</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	State Troubadour serves for a term of two years. CGS §10-400. May contain historical value – contact State Archivist prior to submission of Form RC-108.

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		Office (A)	Off-site (B)	Total (A + B)	
20.	<p>Connecticut State Troubadour Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded honorary position of State Troubadour, who functions as an ambassador of music and song and to promote the State through song during public performances. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: applications, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400.
21.	<p>Directories of Performing and Teaching Artists Files – Active</p> <p>Consists of files of the Directory of Performing Artists (artists and ensembles that specialize in public performances, workshops, and short term residencies), and Directory of Teaching Artists (artists for schools, non-profit institutions, community-based organizations, social service agencies, senior centers, and other settings that wish to engage the services of teaching artists). Including but not limited to: applications, evaluations, correspondence, and the directory.</p>	2 years from date of last activity	N/A	2 years from date of last activity	Directories are published once every two years.
22.	<p>Directories of Performing and Teaching Artists Files – Withdrawn / Rejected</p> <p>Consists of files of the Directory of Performing Artists (artists and ensembles that specialize in public performances, workshops, and short term residencies) and Directory of Teaching Artists (artists for schools, non-profit institutions, community-based organizations, social service agencies, senior centers, and other settings that wish to engage the services of teaching artists). Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: evaluations and related correspondence.</p>	1 year from date of review	N/A	1 year from date of review	
23.	<p>Elizabeth L. Mahaffey Arts Administration Fellowship Program Files – Approved</p> <p>Consists of files for the state-funded Elizabeth L. Mahaffey Arts Administration Fellowship, awarded annually to one exceptionally accomplished Connecticut arts administrator. Including but not limited to: applications, guidelines, related correspondence, evaluations, and annual stipend.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts' <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.
24.	<p>Elizabeth L. Mahaffey Arts Administration Fellowship Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded Elizabeth L. Mahaffey Arts Administration Fellowship, awarded annually to one exceptionally accomplished Connecticut arts administrator. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: applications, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts' <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.

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25.	<p>Local Arts Agency Program Files – Approved</p> <p>Consists of files of the state-funded Local Arts Agency (LAA) program, which is designed to nurture and support local arts agencies as CCT regional partners. Including but not limited to: applications, guidelines, related correspondence, evaluations, and reports.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts' <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.
26.	<p>Local Arts Agency Program Files – Withdrawn / Rejected</p> <p>Consists of files of the state-funded Local Arts Agency (LAA) program, which is designed to nurture and support local arts agencies as CCT regional partners. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: applications, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts' <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.
27.	<p>Organizational Support Program Files – Approved</p> <p>Consists of files for the state-funded Organizational Support Program (OSP), which offers funding designed to advance the mission of state arts organizations and support a broad range of arts programs in Connecticut. Includes General Operating Support grants (assists non-profit arts organizations with administrative and/or artistic expenses) and Project Support grants (assists non-profit organizations with funding for ongoing arts programs or a specific activity). Including but not limited to: applications, supporting documentation, grant contracts, related correspondence, evaluations, award letters, and reports.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts' <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110. May contain historical value – contact State Archivist prior to submission of Form RC-108.
28.	<p>Organizational Support Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded Organizational Support Program (OSP), which offers funding designed to advance the mission of state arts organizations and support a broad range of arts programs in Connecticut. Includes General Operating Support grants (assists non-profit arts organizations with administrative and/or artistic expenses) and Project Support grants (assists non-profit organizations with funding for ongoing arts programs or a specific activity). Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: applications, related correspondence, and evaluations.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400, National Endowment for the Arts' <i>General Terms & Conditions for Grants and Cooperative Agreements to Organizations</i> , OMB Circular A-102, and A-110.
29.	<p>Peer Advisor Network (PAN) Program Files – Approved</p> <p>Consists of files for the state-funded Peer Advisor Network (PAN) program, which is a flexible, short-term consulting service that matches a non-profit arts or community cultural group with a designated peer advisor. Including but not limited to: applications, supporting documentation, related correspondence, evaluations, and reports.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-400.

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		Office (A)	Off-site (B)	Total (A + B)	
30.	Peer Advisor Network (PAN) Program Files – Withdrawn / Rejected Consists of files for the state-funded Peer Advisor Network (PAN) program, which is a flexible, short-term consulting service that matches a non-profit arts or community cultural group with a designated peer advisor. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to, applications, related correspondence, and evaluations.	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-400.
31.	Volunteer Lawyers for the Arts Program Files Consists of files of the Connecticut Volunteer Lawyers for the Arts, which provides free legal services to eligible non-profit arts organizations and artists. Including but not limited to: applications, correspondence, and lawyer listings.	2 years from date of last activity	N/A	2 years from date of last activity	Program is no longer active.
C. FILM DIVISION RECORDS					
32.	Film Production Guide Files Consists of online database of film production information, such as production crew, equipment rentals and sales, art department and wardrobe, transportation, support services, talent and casting agencies, and facilities in Connecticut.	Continuously updated	N/A	Continuously updated	
33.	Film Tax Credit Program Files – Approved Consists of files of the film tax credit program, which is used to encourage the production of digital media and motion pictures in Connecticut (program is comprised of a tax credit of up to 30 percent of qualified digital media and motion picture production, pre-production, and post production expenses for Digital Media and Motion Picture, Digital Animation Production Companies, and Infrastructure). Including but not limited to: applications, required forms and documents, issued certificates, and vouchers.	5 years from date tax credit issued, or until audited, whichever is later	N/A	5 years from date tax credit issued, or until audited, whichever is later	CGS §12-217jj.
34.	Film Tax Credit Program Files – Withdrawn / Rejected Consists of files of the film tax credit program, which is used to encourage the production of digital media and motion pictures in Connecticut (program is comprised of a tax credit of up to 30 percent of qualified digital media and motion picture production, pre-production, and post production expenses for Digital Media and Motion Picture, Digital Animation Production Companies, and Infrastructure). Includes denied, rejected, revoked, or withdrawn applications. Including but not limited to: applications, required forms and documents, and letters of denial.	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §12-217jj.
D. HISTORIC PRESERVATION AND MUSEUM DIVISION RECORDS					

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		Office (A)	Off-site (B)	Total (A + B)	
35.	<p>Archaeological Preserves Files</p> <p>Consists of files of the state-funded State Archaeological Preserves program, which is used to identify, evaluate, and designate prehistoric, historic, industrial, and underwater sites (to qualify for the program, archaeological resources must be listed on either the National or State Register of Historic Places and possess the concurrence of the owner for private property). Including but not limited to: inventory forms, final assessments, intensive survey reports and data recovery documents generated through federal and state cultural resource management studies, final reports, approved permits, authorizations, and related correspondence.</p>	Permanent	N/A	Permanent / Archival	CGS §10-384.
36.	<p>Certified Local Government Program Grant Files – Approved</p> <p>Consists of federally-funded Certified Local Government (CLG) program grant files for federally designated certified local governments, which are eligible to apply for grants used to promote preservation of historic resources. Including but not limited to: applications, plans, forms, related correspondence, reports, reviews, and municipal audits.</p>	3 years from date grant issued, or until audited, whichever is later	N/A	3 years from date grant issued, or until audited, whichever is later	16 USC §470.
37.	<p>Certified Local Government Program Grant Files – Withdrawn / Rejected</p> <p>Consists of federally-funded Certified Local Government (CLG) program grant files for federally designated certified local governments, which are eligible to apply for grants used to promote preservation of historic resources. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: plans, forms, related correspondence, and reviews.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	16 USC §470.
38.	<p>Connecticut Environmental Policy Act Review Files</p> <p>Consists of reviews and comments of State-sponsored undertakings under the Connecticut Environmental Policy Act, which entails consideration of environmental significance concerning the disruption or alteration of a historic, architectural, or archaeological resources or its setting. Including but not limited to: comments, evaluations, and reviews.</p>	1 year from date of review	2 years from date of review	3 years from date of review	Pursuant to CGS §22a-1, CCT is a mandated review agency but lacks authority to issue warnings, citations, or otherwise enjoin state agencies.
39.	<p>Connecticut Environmental Protection Act Litigation Files</p> <p>Consists of litigation case files pursuant to the Connecticut Environmental Protection Act, which permit legal recourse for the unreasonable destruction of the state's natural resources, such as air, water, and soil (also applicable to historic structures and landmarks). Including but not limited to: court pleadings and rulings.</p>	Permanent	N/A	Permanent / Archival	CGS §22a-15 thru 22a-19; CCT is the record custodian.

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40.	<p>Connecticut Freedom Trail Files</p> <p>Consists of files for the administration of the Connecticut Freedom Trail, which includes buildings reported to have been used on the Underground Railroad, sites associated with the <i>Amistad</i> case of 1839-1842, and gravesites, monuments, homes, and other structures in Connecticut. Including but not limited to: research, reports, event files, clippings, letters, articles, brochures, and information on existing and potential sites.</p>	Permanent	N/A	Permanent / Archival	CGS §10-412.
41.	<p>Correspondence Files, Historic Preservation and Museum Division</p> <p>Consists of copies of correspondence sent by Historic Preservation and Museum Division for all programs. Also known as “yellow” files. Files are arranged chronologically.</p>	No requirement	N/A	No requirement	Files are duplicate non-records maintained for reference only.
42.	<p>Federal Historic Preservation Tax Incentive Files – Approved</p> <p>Consists of files of the federally-funded historic preservation tax incentive program, which provides a 20 percent tax credit for rehabilitating historic buildings. Including but not limited to: applications, correspondence, forms, plans, photographs, and issued certificates.</p>	5 years from date of project completion	5 years from date of project completion	10 years from date of project completion	26 USCA §47 and Conn. Agencies Regs. §10-416a.
43.	<p>Federal Historic Preservation Tax Incentive Files – Withdrawn / Rejected</p> <p>Consists of files of the federally-funded historic preservation tax incentive program, which provides a 20 percent tax credit for rehabilitating historic buildings. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: applications, correspondence, forms, plans, and photographs.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	26 USCA §47 and Conn. Agencies Regs. §10-416a.
44.	<p>Historic Cemeteries & Gravestone Protection Files</p> <p>Consists of records that document the protection of the state's ancient burial grounds, the preservation of historic grave markers, and the respectful renovation and maintenance of historic cemeteries. Including but not limited to: correspondence from sextons, cemetery associations, and/or municipal governments.</p>	1 year from date of correspondence	N/A	1 year from date of correspondence	CGS §19a-315a-c. May contain historical value – contact State Archivist prior to submission of Form RC-108.
45.	<p>Minority and Women’s History Files</p> <p>Consists of files for the study of minority and women's history, which identify and document historic buildings, sites, and districts important to the heritage of women and minority (including African Americans, Hispanic Americans, Asian Pacific Americans, and Pacific Islanders) communities. Including but not limited to: research, reports, event files, clippings, letters, articles, brochures, and information on existing and potential sites.</p>	Permanent	N/A	Permanent / Archival	

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		Office (A)	Off-site (B)	Total (A + B)	
46.	Museum Collection Files Consists of museum collection files for the Henry Whitfield State Museum, Old New-Gate Prison & Copper Mine, Prudence Crandall Museum, Sloane-Stanley Museum, and Viets Tavern. Including but not limited to: appraisals, inventory collection records, and related correspondence.	Permanent	N/A	Permanent / Archival	
47.	Museum Loan Files Consists of museum collection loan files for the Henry Whitfield State Museum, Old New-Gate Prison & Copper Mine, Prudence Crandall Museum, Sloane-Stanley Museum, and Viets Tavern. Including but not limited to: loan agreements, contracts, and related correspondence.	3 years from date of loan	3 years from date of loan	6 years from date of loan	
48.	National and State Register of Historic Places Consists of National Register of Historic Places and State Register of Historic Places, which provides an official list of buildings, structures, districts, sites, and objects that merit preservation because of their significance in American culture.	Continuously updated	N/A	Continuously updated	36 CFR §60, 36 CFR §67, 16 USC §470a, and CGS §10-410.
49.	National and State Register of Historic Places Files Consists of files for the National Register of Historic Places and State Register of Historic Places, which provides an official list of buildings, structures, districts, sites, and objects that merit preservation because of their significance in American culture. Including but not limited to: research and photos.	Life of historic place	N/A	Permanent / Archival	36 CFR §60, 36 CFR §67, 16 USC §470a, and CGS §10-410.
50.	National Historic Preservation Act Environmental Review and Compliance Files – No Effect Consists of files for the Cultural Resource Review under the National Historic Preservation Act, which involves providing technical guidance and professional advice on the potential impact of publicly funded, assisted, licensed, or permitted projects on the state's historic, architectural, and archaeological resources; these are “no effect” (non-substantive) files in which advisory comments are provided for federally-funded, assisted, licensed, or permitted undertakings. Including but not limited to: brief project descriptions, location maps, and agency comment letters.	6 months from end of project	N/A	6 months from end of project	16 USC §470.

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51.	<p>National Historic Preservation Act Environmental Review and Compliance Files – Section 106</p> <p>Consists of files for the Cultural Resource Review under the National Historic Preservation Act (Section 106), which involves providing technical guidance and professional advice on the potential impact of publicly funded, assisted, licensed, or permitted projects on the state's historic, architectural, and archaeological resources; these are substantive files in which advisory comments are provided for federally-funded, assisted, licensed, or permitted undertakings. Including but not limited to: detailed project descriptions, location maps, agency comment letters, and final regulatory agreements.</p>	3 years from end of project	N/A	3 years from end of project	16 USC §470.
52.	<p>National Historic Preservation Act Planning Files and Reports</p> <p>Consists of reports generated for the National Park Service, pursuant to the National Register of Historic Places Program.</p>	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	43 CFR §12.82.
53.	<p>Preservation Restrictions Legal Files</p> <p>Consists of files of preservation restrictions, which are placed on historic properties as a result of previous rehabilitation/restoration grants provided by the agency to properties owned by municipalities or non-profit organizations. Including but not limited to: brochures, covenants, notifications, plans, and specifications.</p>	Date of restriction expiration	3 years from date of restriction expiration	3 years from date of restriction expiration	Preservation restrictions require that written approval be obtained from the CCT's Historic Preservation Council prior to performing any work on the property other than routine maintenance.
54.	<p>State Historic Homes Rehabilitation Tax Credit Program Files – Approved</p> <p>Consists of files for the state-funded Historic Homes Rehabilitation Tax Credit program, which provides a tax credit to encourage new homeownership and to assist existing homeowners in maintaining or renovating their property. Including but not limited to: applications, correspondence, forms, plans, photographs, and issued vouchers.</p>	2 years from date tax credit voucher issued	5 years from date tax credit voucher issued	7 years from date tax credit voucher issued	CGS §10-416.
55.	<p>State Historic Homes Rehabilitation Tax Credit Program Files – Withdrawn / rejected</p> <p>Consists of files for the state-funded Historic Homes Rehabilitation Tax Credit program, which provides a tax credit for new homeownership and to assist existing homeowners in maintaining or renovating their property. Includes denied, returned, revoked, or withdrawn tax credit applications. Including but not limited to: correspondence, forms, plans, and photographs.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-416.

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56.	State Historic Preservation Tax Credit Program Files – Approved Consists of files for the state-funded Historic Preservation Tax Credit program, which provides a tax credit for the conversion of historic commercial and industrial buildings solely to mixed residential and nonresidential uses. Including but not limited to: applications, correspondence, forms, plans, photographs, and vouchers.	2 years after issuance of tax credit voucher	7 years after issuance of tax credit voucher	9 years after issuance of tax credit voucher	CGS §10-416b.
57.	State Historic Preservation Tax Credit Program Files – Withdrawn / Rejected Consists of files of the state-funded Historic Preservation Tax Credit program, which provides a tax credit for the conversion of historic commercial and industrial buildings solely to mixed residential and nonresidential uses. Includes denied, returned, revoked, or withdrawn tax credit applications. Including but not limited to: correspondence, forms, plans, and photographs.	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-416b.
58.	State Historic Restoration Fund Grants Files – Approved Consists of files for the state-funded Historic Restoration Fund grant program, which is used for the restoration, rehabilitation, or purchase of historic buildings and structures. Including but not limited to: applications, correspondence, evaluation forms, grant contracts, narratives, project proposals, supporting documentation, reports.	3 years from date of final report, or until audited, whichever is later	N/A	3 years from date of final report, or until audited, whichever is later	CGS §10-411. May contain historical value – contact State Archivist prior to submission of Form RC-108.
59.	State Historic Restoration Fund Grants Files – Withdrawn / Rejected Consists of files for the state-funded Historic Restoration Fund grant program, which is used for the restoration, rehabilitation, or purchase of historic buildings and structures. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: correspondence, forms, plans, and photographs.	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-411.
60.	State Historic Structures Rehabilitation Tax Credit Program Files – Approved Consists of files for the state-funded Historic Structures Rehabilitation Tax Credit program, which is used to issue a tax credit for the conversion of historic commercial and industrial buildings to residential use. Including but not limited to: applications, correspondence, forms, plans, photographs, and vouchers.	2 years after issuance of tax credit voucher	7 years after issuance of tax credit voucher	9 years after issuance of tax credit voucher	CGS §10-416a.

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61.	<p>State Historic Structures Rehabilitation Tax Credit Program Files – Withdrawn / Rejected</p> <p>Consists of files for the state-funded Historic Structures Rehabilitation Tax Credit program, which is used to issue a tax credit for the conversion of historic commercial and industrial buildings to residential use. Includes denied, returned, revoked, or withdrawn applications. Including but not limited to: correspondence, forms, plans, and photographs.</p>	3 years from date of application, or until audited, whichever is later	N/A	3 years from date of application, or until audited, whichever is later	CGS §10-416a.
62.	<p>Statewide Historic Resource Inventory Files</p> <p>Consists of files of the Statewide Historic Resource Inventory (SHRI) program, which provides a comprehensive survey of the state's buildings and structures built before 1950. Including but not limited to: inventories, photographs, maps, and information about outdoor artwork.</p>	Permanent	N/A	Permanent / Archival	Paper hard copies are transferred to the Thomas J. Dodd Research Center after reformatting to microfiche.
E. TOURISM DIVISION RECORDS					
63.	<p>Research Studies Files</p> <p>Consists of research studies for tourism and tourism-related entities. Including but not limited to: conversion studies, visitors intercept studies, perception studies, and focus group studies.</p>	3 years from date of study	N/A	3 years from date of study	
64.	<p>State Advertisement Files</p> <p>Consists of files of advertisement campaigns for the State of Connecticut by various media. Includes the Literature Distribution Service Program, Direct Delivery Program, Direct Sales Program, and Travel Trade Program.</p>	No requirement	N/A	No requirement	May contain historical value – contact State Archivist prior to submission of Form RC-108.
65.	<p>Strategic Marketing Plans</p> <p>Consists of plans to develop, annually update, and implement a strategic marketing plan for the national and international promotion of Connecticut as a tourism destination and to develop a Connecticut strategic plan for new tourism products and attractions.</p>	Current plan plus previous plan	N/A	Current plan plus previous plan	CGS §10-392(9) and §10-396.
66.	<p>Tourism Scholarships – Approved</p> <p>Consists of files for tourism scholarships, which are provided to Connecticut residents pursuing degrees in hospitality, travel, or tourism at accredited colleges or universities. Including but not limited to: applications, reports, related documents, and scholarship awards.</p>	3 years from date of award, or until audited, whichever is later	N/A	3 years from date of award, or until audited, whichever is later	

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67.	<p>Tourism Scholarships – Withdrawn / Rejected</p> <p>Consists of files for tourism scholarships, which are provided to Connecticut residents pursuing degrees in hospitality, travel, or tourism at accredited colleges or universities. Includes denied, returned, revoked or withdrawn applications. Including but not limited to: reports, correspondence, and related documents.</p>	1 year from date of review	N/A	1 year from date of review	
68.	<p>Visitor Welcome Center Files</p> <p>Consists of statistical information collected from the visitor welcome centers, which are used to provide travel-related information needed by visitors, to promote attractions and accommodations, and to draw travelers to visit Connecticut’s attractions. Includes the Hospitality and Information Service Program and Property of Month Program.</p>	Continuously Updated	N/A	Continuously Updated	