

RECORDS RETENTION SCHEDULE

RC-50 - Revised 3/2006

(Return to Public Records Administrator)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATION
 231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY
 Retention Schedule # **07-3-1**

AGENCY: Commission on Human Rights and Opportunities	ADDRESS: 21 Grand St., Hartford, CT 06106	This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised If revised, enter previous retention schedule number here: # <u>90-8-1</u> ; <u>90-8-2</u> Page 1 of 2
DIVISION or UNIT: Field Operations	Jacqueline Gelpi 860-541-3400	

Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
1	Intake Dispositions (aka Inquiry Dispositions) consisting of one-page records of initial inquiries that never became formal affidavit complaints	1 year after disposition	N/A	1 year after disposition	
2	Complaint Files (Housing) includes but is not limited to correspondence, notes, affidavit, HUD forms, investigative plan, status code history, stipulated agreements and any supporting documentation.	2 years after disposition	8 years	10 years after disposition	
3	Complaint Files (all others) includes but is not limited to correspondence, notes, affidavit, investigative plan, status code history, stipulated agreements and any supporting documentation.	2 years after disposition	3 years	5 years after disposition	
4	Hearing Files (Housing) consist of complaints that could not be resolved without a hearing. These files include but are not limited to notice of hearing, complaint, answer, written applications, correspondence, depositions, pre-hearing motions, post-hearing motions, exhibits, transcripts, briefs, interim rulings decisions, hearing decision, appeals, supplemental decision, stipulated agreements and court decisions.	2 years after disposition	N/A	Permanent / Archival	
5	Hearing Files (all others) consist of complaints that could not be resolved without a hearing. These files include but are not limited to notice of hearing, complaint, answer, written applications, correspondence, depositions, pre-hearing motions, post-hearing motions, exhibits, transcripts, briefs, interim rulings decisions, hearing decision, appeals, supplemental decision, stipulated agreements and court decisions.	2 years after disposition	N/A	Permanent / Archival	

¹ A Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

² The State Records Center or an approved off-site facility. Records with a permanent retention period cannot be stored at the State Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
6	Declaratory Rulings	Permanent	N/A	Permanent	
7	Fact Finding files consist of Commission initiated investigations of state agency practices. Includes but not limited to investigations, correspondence, and final report	Permanent	N/A	Permanent / Archival	
8	State Agency Affirmative Action Plans Review files include but not limited to copy of agency plans, reviews summaries and correspondence	3 years from date of Commission action	N/A	3 years	Connecticut Administrative Regulations Sec. 46a-68-55 require a 2 year retention
9	Contract Compliance Monitoring Report Files covers vendors of goods and services having contracts to do business with state agencies. Includes affirmative action plans for contractors of public works projects required to file such plans.	3 years from conclusion of project	N/A	3 years	
10	Database for tracking complaint files	Continuously update	N/A	Continuously update	

Approved (<i>Agency Records Management Liaison Officer</i>) Jacqueline D. Gelpi (signature on file)	Typed Name of RMLO: Jacqueline D. Gelpi	Title: Office Assistant	Date: May 4, 2007
Approved (<i>State Archivist</i>) Mark H. Jones (signature on file)	Date: 5/8/2007	Approved (<i>Public Records Administrator</i>): Eunice G. DiBella (signature on file)	Effective Date of Schedule: 5/8/07