

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 11/2008)

COPY



STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

RETENTION SCHEDULE
09-3-3

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|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AGENCY: Connecticut State Library | AGENCY ADDRESS: 231 Capitol Avenue, Hartford, CT 06106 | This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised If revised, superseded retention schedule number(s): 95-2-3 |
| PROGRAM / UNIT: Office of the Public Records Administrator: Connecticut State Archives | | |

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|-------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------|
| RMLO (type or print): Jeffrey E. Collins | TITLE (type or print): Public Records Archivist | APPROVED (State Archivist): Mark H. Jones (signature on file) | DATE: 02/23/09 |
| APPROVED (RMLO): Jeffrey E. Collins (signature on file) | DATE: 02/23/09 | APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file) | DATE OF SCHEDULE: 02/23/09 |

| ITEM NUMBER | RECORDS SERIES TITLE | APPROVED RETENTION PERIOD | | | NOTES |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|-----------------------------------|-------------------------------------------------------------------|
| | | Office (A) | Off-site (B) | Total (A + B) | |
| 1. | Accession and Collection Files (Database) Consists of a database of accessions and collections information. | Continuously updated | N/A | Continuously updated | |
| 2. | Deaccession Files Consists of records deaccessioned from the State Archives. Including, but not limited to: reappraisal reports, recommendations, approval memoranda, correspondence, agendas, and notes. Files are arranged alphabetically by archival repository. | Permanent | N/A | Permanent / Archival | Regulations of Connecticut State Agencies Sec. 11-8a-1 – 11-8a-7. |
| 3. | Exhibition Files (Installed) Including, but not limited to: correspondence, reports, and other materials related to installed exhibitions. Files are arranged alphabetically by exhibition name. | Permanent | N/A | Permanent / Archival | |
| 4. | Exhibition Files (Not installed) Including, but not limited to: correspondence, reports, and other materials related to exhibitions that were not installed. Files are arranged alphabetically by exhibition name. | 25 years from date of last action | N/A | 25 years from date of last action | |
| 5. | Finding Aids Including, but not limited to: container lists, descriptive registers, and Encoded Archival Descriptions (EAD) XML files. Files are arranged by record group number. | Until superseded | N/A | Until superseded | |

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|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------|-------------------------------|-------|
| | | Office (A) | Off-site (B) | Total (A + B) | |
| 6. | Loan Files Including, but not limited to: brochures, insurance certifications, loan forms, manuscript appraisals, and related correspondence. Files are arranged chronologically by date loan returned. | Permanent | N/A | Permanent / Archival | |
| 7. | State Archivist Special Project Files Consists of special projects for the State Archivist, e.g., Archives Week poster, <i>Public Records of the State of Connecticut</i> publication, and WPA Art Inventory project. | Permanent | N/A | Permanent / Archival | |
| 8. | Publish, Permission to Including, but not limited to: applications, forms, and related correspondence. Files are arranged chronologically by date of request. | 25 years from date of request | N/A | 25 years from date of request | |
| 9. | Record Group Files Including, but not limited to: accession worksheet, appraisal reports, Attorney General rulings regarding access, background materials covering history and/or function of agency, memorandum of transfers, photographs of storage area and transfers, preservation reports, and related correspondence. | Permanent | N/A | Permanent / Archival | |
| 10. | Restricted Archival Records, Access to Consists of application forms used to gain access to restricted archival records. Files are arranged by date of request. | 1 year from date of decision | N/A | 1 year from date of decision | |