

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
09-3-13

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 revised If revised, superseded retention schedule number(s): 95-2-4
PROGRAM / UNIT: Agency-wide		

RMLO (type or print): Jeffrey E. Collins	TITLE (type or print): Public Records Archivist	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 9/15/09
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 9/15/09	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE OF SCHEDULE: 9/16/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
(S1-070)	Patron Reference Correspondence Consists of routine incoming correspondence, and copies of outgoing correspondence for internal and external audiences, general requests, and Freedom of Information Act (FOIA) requests and complaints. Includes hard copy and electronic formats.	2 years from date of correspondence	N/A	2 years from date of correspondence	
1.	Patron Reference Intake Notes Consists of notes taken by reference personnel regarding routine inquiries by the public by phone or in-person.	No requirement	N/A	No requirement	Destroy at will.
2.	Patron Sign-up Records Consists of records that document registration of patrons to utilize library equipment. Including but not limited to: registers and sign-up sheets.	1 month	N/A	1 month	See #09-3-10 (Collection Management) for retention of library card records.
3.	Project Files Consists of records that document special library projects (e.g., movement of library materials, space planning, and inventory projects).	Completion of project plus 1 year	N/A	Completion of project plus 1 year	May have historical value – contact State Archivist prior to submission of Form RC-108.
4.	Research Resources Consists of research aides created by staff to facilitate research or access to library, archives, and museum materials. Including but not limited to: collection guides, databases, finding aids, indices, locators, pathfinders, research guides, and shelf lists.	Continuously updated	N/A	Continuously updated	

COPY

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
5.	Statistical Data Consists of data gathered for statistical purposes.	Current calendar year plus 1 year	N/A	Current calendar year plus 1 year	