

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
09-3-6

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 revised If revised, superseded retention schedule number(s): 95-2-17
PROGRAM / UNIT: Library Division: Government Information and Reference Services		

RMLO (type or print): Jeffrey E. Collins	TITLE (type or print): Public Records Archivist	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 03/24/2009
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 03/24/2009	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	EFFECTIVE DATE OF SCHEDULE: 03/25/2009

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
A. CONNECTICUT DIGITAL ARCHIVE RECORDS Pursuant to CGS Sec. 11-9c, the Connecticut Digital Archive is a collection of intangible publications of state agencies.					
1.	Connecticut Digital Archive Acquisitions Database Consists of database of information regarding acquired electronic publications.	Continuously updated	N/A	Continuously updated	
2.	Connecticut Digital Archive Lists of Acquisitions Consists of lists of acquisitions of recently acquired electronic publications.	No requirement	N/A	No requirement	Lists are periodically published to the Web.
3.	Connecticut Digital Archive Program Files Consists of records related to the Connecticut Digital Archive. Including, but not limited to: working papers, project plans, and reports.	Permanent	N/A	Permanent	CGS Sec. 11-9c
B. CONNECTICUT STATE DOCUMENTS DEPOSITORY PROGRAM RECORDS Pursuant to CGS Sec. 11-9c, the Connecticut State Documents Depository Program acquires tangible publications of state agencies and distributes copies to depository libraries in Connecticut. Publications include, but are not limited to: administrative directives; annual and biennial reports; audits (financial and management); directories and rosters; financial reports; handbooks, guides and manuals; maps; newsletters, periodicals or journals; planning and evaluation documents; reports to the governor or legislature; research reports and studies; statistical compilations; and strategic or state plans.					

COPY

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
4.	Connecticut State Documents Depository Program Files Consists of records related to the state depository libraries. Including, but not limited to: directories of depository libraries and notices to relinquish status as depository library.	Permanent	N/A	Permanent	CGS Sec. 11-9c
5.	Connecticut State Documents Depository Program Public and Special Acts Database Consists of database used to aid in acquisition of state reports mandated by Public or Special Act.	Continuously updated	N/A	Continuously updated	
C. FEDERAL REGIONAL DEPOSITORY LIBRARY PROGRAM RECORDS					
Pursuant to 44 USC Sec. 1910, the Connecticut State Library is the regional depository library for Connecticut and Rhode Island.					
6.	Federal Regional Depository Library Program Disposal Lists Consists of records submitted by depository libraries to discard federal documents, as well as Connecticut State Library authorizations.	1 year from date of authorization	N/A	1 year from date of authorization	44 USC Sec. 1910
7.	Federal Regional Depository Library Program Files Consists of records related to the federal depository libraries. Including, but not limited to: correspondence to/from the Government Printing Office (GPO), copies of inspection reports, and selective housing agreements.	Permanent	N/A	Permanent	44 USC Sec. 1910
8.	Federal Regional Depository Library Program Shelf Lists Consists of lists of federal documents arranged in the order in which they stand on the shelf.	Permanent	N/A	Permanent	44 USC Sec. 1910; Effective January 1, 1998, shelf lists are no longer created.
D. GOVERNMENT INFORMATION AND REFERENCE SERVICES UNIT RECORDS					
9.	Program Files Consists of general program files for the Government Information and Reference Services Unit. Including, but not limited to: brochures, pamphlets, and history of program.	Permanent	N/A	Permanent	
10.	Special Project Files Consists of special project files, such as space planning (building specifications, floor plans, and photographs) and task forces (notes and working papers).	Until completion of project	N/A	Until completion of project	May contain historical value; contact State Archivist prior to disposition.