

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
09-3-12

AGENCY: Connecticut State Library	AGENCY ADDRESS: 231 Capitol Avenue, Hartford, CT 06106	This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Division of Administrative Services: Grants and Contracts		If revised, superseded retention schedule number(s): 04-6-1

RMLO (type or print): Jeffrey E. Collins	TITLE (type or print): Public Records Archivist	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 06/09/09
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 06/08/09	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	EFFECTIVE DATE OF SCHEDULE: 06/10/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
1.	Construction Grant Files – Approved Consists of approved construction files for state-funded grant programs. Including, but not limited to: applications, schematics, fiscal information, applications for payment and back-up, proof of payments, final expenditure reports, audits, audit-related materials, contracts, notices of applicant funding, notices of contract award, and change orders.	3 years from date approved	7 years from date approved	10 years from date approved	CGS §11-24c.
2.	Construction Grant Files – Final plans / specifications Consists of approved construction files for state-funded grant programs. Including, but not limited to: final plans and specifications.	6 years from date project completed	N/A	6 years from date project completed	CGS §11-24c.
3.	Construction Grant Files – Withdrawn / denied Consists of denied, returned, revoked, or withdrawn construction grant files for state-funded grant programs. Including, but not limited to: applications, project proposals, narratives, supporting documentation, related correspondence, and staff and/or outside reviewer evaluations.	6 years from date denied	N/A	6 years from date denied	CGS §11-24c.
4.	Construction Grant Files – LSTA Consists of applications and related correspondence to the federal Department of Education regarding construction grants for the Library Services and Technology Act (LSTA).	3 years, or until audited, whichever is later	N/A	3 years, or until audited, whichever is later	

COPY

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
5.	Federally Funded Grant Files – Approved Consists of approved federally-funded grant files. Including, but not limited to: applications, contracts, correspondence, evaluations, expenditure reports, audits, and payment lists.	6 years from date project completed	N/A	6 years from date project completed	
6.	Federally Funded Grant Files – Withdrawn / denied Consists of denied, returned, revoked, or withdrawn federally-funded grant files. Including, but not limited to: applications, project proposals, narratives, supporting documentation, and related correspondence.	3 years, or until audited, whichever is later	N/A	3 years, or until audited, whichever is later	
7.	Historic Documents Preservation Program Grant Files Consists of records related to the fiscal operation of the Historic Documents Preservation Program. Including, but not limited to: copies of contracts, reports, and related correspondence.	3 years, or until audited, whichever is later	N/A	3 years, or until audited, whichever is later	CGS §11-8i to 11-8n. See #09-3-2, item #9 for administrative files.
8.	State Funded Grant Files – Approved Consists of approved state funded grant files. Including, but not limited to: applications, contracts, correspondence, evaluations, expenditure reports, audits, payment lists, public library annual reports, applications for state aid, and Connecticut reports.	3 years from date project completed	N/A	3 years from date project completed	CGS §11-31b.
9.	State Funded Grant Files – Withdrawn / denied Consists of denied, returned, revoked, or withdrawn state-funded grant files. Including, but not limited to: applications, project proposals, narratives, supporting documentation, related correspondence, public library annual reports, applications for state aid, and Connecticut reports.	3 years, or until audited, whichever is later	N/A	3 years, or until audited, whichever is later	CGS §11-31b.