

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 11/2008)

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STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

www.cslib.org/publicrecords

RETENTION SCHEDULE
09-3-9

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 revised If revised, superseded retention schedule number(s): 00-14-2
PROGRAM / UNIT: Library Division: History and Genealogy		

RMLO (type or print): Jeffrey E. Collins	TITLE (type or print): Public Records Archivist	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 05/11/09
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 05/08/09	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	DATE OF SCHEDULE: 05/11/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
1.	Archives Research Area Applications Consists of applications to obtain or renew an Archives Pass to access the Archives Research Area. Includes hard copy and electronic records. Files are arranged chronologically by date and then alphabetically by patron name.	2 years from date of application	23 years from date of application	25 years from date of application	The Archives Pass expires after one year but can be renewed for three years.
2.	Archives Research Area Call Slips Consists of call slips used to retrieve archival materials, probate records, special collections records, and aerial photographic records. Files are arranged chronologically by date.	2 years from date retrieved	23 years from date retrieved	25 years from date retrieved	
3.	Archives Research Area Sign-in Sheets Consists of sign-in sheets for patrons to gain access to the Archives Research Area. Files are arranged chronologically by date.	2 years from date of sign-in	23 years from date of sign-in	25 years from date of sign-in	

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