

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
09-3-5

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 revised If revised, superseded retention schedule number(s): 95-2-13
PROGRAM / UNIT: Division of Information Services: Bibliographic 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: 02/27/09
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 02/26/09	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	EFFECTIVE DATE OF SCHEDULE: 02/27/09

ITEM NUMBER	RECORDS SERIES TITLE	DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
			Office (A)	Off-site (B)	Total (A + B)	
1.	Bibliographic Catalog	Consists of the Integrated Library System (ILS), union catalog, Online Public Access Catalog (OPAC), and bibliographic information for CONSULS. Files are maintained electronically in a series of databases.	Continuously updated	N/A	Continuously updated	CONSULS is the shared library information system of the Connecticut State University System Libraries and the Connecticut State Library.
2.	Bibliographic Shelf Lists (Active)	Consists of active shelf lists (file of bibliographic records arranged in the same order as the corresponding materials on the shelves).	Until superseded	N/A	Until superseded	
3.	Bibliographic Shelf Lists (Inactive)	Consists of inactive shelf lists (file of bibliographic records arranged in the same order as the corresponding materials on the shelves).	Permanent	N/A	Permanent	Also known as the discard file.
4.	Vendor Files	Consists of vendor records related to bibliographic services. Including, but not limited to: correspondence, requests for proposals and bids, and copies of invoices. Files are arranged by vendor.	1 year from date no longer active	N/A	1 year from date no longer active	

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