

**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](http://www.cslib.org/publicrecords)

**RETENTION SCHEDULE**  
**# 09-3-7**

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|---|--|--|
| <b>AGENCY:</b><br>Connecticut State Library   | <b>AGENCY ADDRESS:</b><br>231 Capitol Avenue, Hartford, CT 06106 | This schedule is: <input type="checkbox"/> original<br><input checked="" type="checkbox"/> revised<br><br>If revised, superseded retention schedule number(s):<br><b>95-2-15</b> |
| <b>PROGRAM / UNIT:</b><br>Library Division:<br>Library for the Blind and Physically Handicapped |  |  |

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

| ITEM NUMBER | RECORDS SERIES TITLE & DESCRIPTION  | APPROVED RETENTION PERIOD                     |                             |   | NOTES  |
|-------------|---|---|-----------------------------|---|--|
|             |   | Office (A)                                    | Off-site (B)                | Total (A + B)                                 |  |
| (S1-165)    | <b>Advisory Committee Files</b><br>Consists of meeting minutes, by-laws, correspondence, and membership lists for the Library for the Blind and Physically Handicapped Advisory Committee.  | Permanent                                     | N/A                         | Permanent / Archival                          | Contact State Archivist to arrange transfer.   |
| 1.          | <b>Donation Files</b><br>Consists of records related to item and monetary donations to the Library for the Blind and Physically Handicapped. Including, but not limited to: acknowledgment of gift forms and related correspondence. Files are arranged alphabetically by donor.  | 3 years, or until audited, whichever is later | N/A                         | 3 years, or until audited, whichever is later | Official fiscal record is maintained at fiscal office.   |
| 2.          | <b>Collection Management Files</b><br>Consists of the Library for the Blind and Physically Handicapped collection management database system. Including, but not limited to: inventory information (books, magazines, playback equipment), machine lending records (acquisitions, loans of playback equipment), patron records (patron profile, reading history, record of equipment used), and title files (author, title, subject, annotation, book number of each book). | Continuously updated                          | N/A                         | Continuously updated                          |  |
| 3.          | <b>Collection Management System Backup Tapes</b><br>Consists of monthly backup tapes for the Library for the Blind and Physically Handicapped database system.  | N/A   | 2 years from date of backup | 2 years from date of backup                   | Backup tapes are transferred to the State Records Center and then recycled or destroyed after 2 years. |

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|             |  | Office (A)   | Off-site (B)                      | Total (A + B)  |   |
| 4.          | <b>Patron Applications</b><br>Consists of original certified applications to establish eligibility for free library service. Files are arranged alphabetically by last name of patron.   | Notification of patron death, or 5 years from date of inactivity, whichever is earlier | N/A                               | Notification of patron death, or 5 years from date of inactivity, whichever is earlier | Pursuant to Pratt-Smoot Act (PL 85-522); Also, if the patron transfers to another library, the original application is transferred with the patron. |
| 5.          | <b>Reports</b><br>Consists of narrative and statistical reports received from, or submitted to, the Library of Congress National Library Service for the Blind and Physically Handicapped.   | 2 years from end of federal fiscal year  | N/A                               | 2 years from end of federal fiscal year  |   |
| 6.          | <b>Volunteer Files</b><br>Consists of records of volunteers. Including, but not limited to: contact information and work logs.   | 1 year from date of termination  | N/A                               | 1 year from date of termination  |   |
| 7.          | <b>Volunteer Recording Program Memorandums of Agreement</b><br>Consists of biennial memorandums of agreement between the Library for the Blind and Physically Handicapped and the Connecticut Volunteer Services for the Blind and Handicapped, Inc.   | Until superseded   | N/A                               | Until superseded   |   |
| 8.          | <b>Volunteer Recording Program Recordings</b><br>Consists of records used in the production of books, pamphlets, or magazines for those who cannot hold or read printed material. Including, but not limited to: 7 inch master reels, digital masters, production notes, and catalog information for recordings. | 1 year from date of acquisition  | 24 years from date of acquisition | 25 years from date of acquisition  | 7 inch master reels are transferred to the State Records Center.  |