

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
09-3-8

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 revised If revised, superseded retention schedule number(s): 95-2-14
PROGRAM / UNIT: Library Division: Law and Legislative Reference		

RMLO (type or print): Jeffrey E. Collins	TITLE (type or print): Public Records Archivist	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 05/04/09
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 05/01/09	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	EFFECTIVE DATE OF SCHEDULE: 05/04/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
A. LAW REFERENCE					
1.	Reference Correspondence – Inmate Consists of written reference correspondence and related documents. Files are arranged chronologically by date.	2 years from date of correspondence	N/A	2 years from date of correspondence	
B. LEGISLATIVE REFERENCE					
Pursuant to CGS Sec. 2-13, 2-23, 2-27, 2-49, and 11-4a, the Connecticut State Library receives legislative records from the Connecticut General Assembly. These records include, but are not limited to: bills, resolutions, calendars, journals, recordings, transcripts, and other legislative publications.					
2.	Accession Log Consists of log of all legislative records received from the General Assembly. Log is arranged by accession number.	Continuously updated	N/A	Continuously updated	
3.	Bills and Resolutions Files Consists of Senate and House bills and resolutions for the General Assembly. Including, but not limited to: bills, amendments, and related documents. Files are arranged chronologically by session.	Permanent	N/A	Permanent	CGS Sec. 2-23 and 2-27.
4.	Hearings and Proceedings Recordings Consists of audio/video recordings of hearings and proceedings of the General Assembly. Files are arranged chronologically by session.	Permanent	N/A	Permanent	

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		Office (A)	Off-site (B)	Total (A + B)	
5.	<p>Hearings and Proceedings Transcripts</p> <p>Consists of transcripts of hearings and proceedings of the General Assembly. Files are arranged chronologically by session.</p>	Permanent	N/A	Permanent	CGS Sec. 2-13.
6.	<p>Legislative Intern Appointment Letters</p> <p>Consists of letters and related documents appointing annual legislative interns to work for the State Library during the legislative session. Files are arranged chronologically by session and then alphabetically by last name.</p>	5 years from date of appointment	N/A	5 years from date of appointment	