

**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**  
**# 09-3-11**

<b>AGENCY:</b> Connecticut State Library	<b>AGENCY ADDRESS:</b> 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 revised  If revised, superseded retention schedule number(s): 95-2-2
<b>PROGRAM / UNIT:</b> Museum of Connecticut History		

<b>RMLO (type or print):</b> Jeffrey E. Collins	<b>TITLE (type or print):</b> Public Records Archivist	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 06/03/09
<b>APPROVED (RMLO):</b> Jeffrey E. Collins (signature on file)	<b>DATE:</b> 06/03/09	<b>APPROVED (Public Records Administrator):</b> Eunice G. DiBella (signature on file)	<b>DATE OF SCHEDULE:</b> 06/03/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>Collection Records</b> Consists of records related to the museum collections. Including, but not limited to: donor information, gift forms, related correspondence, worksheets of physical descriptions, conservation information regarding objects, background research, accession ledger (arranged by accession number), and photographic inventory of collection.	Permanent	N/A	Permanent / Archival	
2.	<b>Connecticut Patents Database</b> Consists of searchable database of patents granted to Connecticut inventors.	Continuously updated	N/A	Continuously updated	
3.	<b>Educational Records</b> Consists of records related to outreach and education. Including, but not limited to: scheduling group tours and outreach education programs (e.g., Connecticut Invents! and A Connecticut Sampler).	2 years from date of event	N/A	2 years from date of event	
4.	<b>Exhibit Records</b> Consists of records related to the exhibition of museum collections.	Permanent	N/A	Permanent / Archival	