

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

RETENTION SCHEDULE
09-3-4

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 revised If revised, superseded retention schedule number(s): 95-2-8
PROGRAM / UNIT: Division of Administrative Services: Photoduplication		

RMLO (type or print): Jeffrey E. Collins	TITLE (type or print): Public Records Archivist	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 02/23/09
APPROVED (RMLO): Jeffrey E. Collins (signature on file)	DATE: 02/23/09	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	DATE OF SCHEDULE: 02/23/09

ITEM NUMBER	RECORDS SERIES TITLE	DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
			Office (A)	Off-site (B)	Total (A + B)	
1.	Request for Photocopy Services (In-house)		2 years from date order completed	N/A	2 years from date order completed	
2.	Request for Photocopy Services (Patron)	Consists of duplicate Invoice/Order Form (SL-115) kept for statistical purposes.	1 year from date order completed	N/A	1 year from date order completed	

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