

# RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)

# 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

# **10-4-2**

- AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
- FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

<b>AGENCY:</b> Connecticut State Library	<b>AGENCY ADDRESS:</b> 231 Capitol Avenue, Hartford, CT 06106	<b>This schedule is:</b> <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> Office of the Public Records Administrator		<b>If revised, superseded schedule number(s):</b> 09-3-1 and 09-3-2

<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> 8/17/2010
<b>APPROVED (RMLO):</b> Jeffrey E. Collins (signature on file)	<b>DATE:</b> 8/17/2010	<b>APPROVED (Public Records Administrator):</b> LeAnn R. Power (signature on file)	<b>EFFECTIVE DATE:</b> 8/23/2010

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>Attorney General Advice and Opinion Files</b> Consists of advice and opinions issued by the Office of the Attorney General regarding public records. Files are arranged chronologically.	Permanent	N/A	Permanent / Archival	
2.	<b>Building Plans</b> Consists of municipal vault and building plans submitted to the Office of the Public Records Administrator for review and approval.	2 years after review completed	N/A	2 years after review completed	Plans should be returned to the municipality if requested.
3.	<b>Certificates of Compliance Files</b> Consists of copies of Certificates of Compliance for <i>Data Processing Standards, Digital Imaging Standards, Microfilming Standards, and Microfilm Records Certification</i> . Files are arranged by municipality or state agency.	Until superseded	N/A	Until superseded	Original certificate is returned to municipality or state agency.

# COPY

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
4.	<b>Complaint Files</b> Consists of correspondence regarding records management activities, issues, and violations. Files are arranged alphabetically by complainant.	2 years from date of resolution or last activity	N/A	2 years from date of resolution or last activity	
5.	<b>Databases and Logs</b> Consists of databases and logs for the Office of the Public Records Administrator. Including but not limited to: attorney general opinions, grants, retention schedules, RMLOs, status of retention schedules, and town clerks databases, and certificates of compliance, land record certifications, and mail (disposal authorizations and retention schedules) logs.	Continuously updated	N/A	Continuously updated	
6.	<b>Disposition Authorizations (Municipality)</b> Consists of copies of <i>Records Disposition Authorization: Connecticut Towns, Municipalities, and Boards of Education</i> (Form RC-075) submitted by the municipality. Files are arranged by municipality.	2 years	Permanent	Permanent	Original form is returned to municipality.
7.	<b>Disposition Authorizations (Quasi-public agency)</b> Consists of copies of <i>Records Disposition Authorization: Connecticut Towns, Municipalities, and Boards of Education</i> (Form RC-075) or <i>Records Disposal Authorization: State Agencies</i> (Form RC-108) submitted by the quasi-public agency. Files are arranged by quasi-public agency.	2 years	Permanent	Permanent	Original form is returned to quasi-public agency.
8.	<b>Disposition Authorizations (State agency)</b> Consists of copies of <i>Records Disposition Authorization: State Agencies</i> (Form RC-108) submitted by the state agency. Files are arranged by state agency; log is arranged chronologically.	2 years	Permanent	Permanent	Original form is returned to state agency.
(S1-340)	<b>General Letters (Active)</b> Consists of active General Letters (policy) issued by the Office of the Public Records Administrator. Files are arranged chronologically.	Permanent	N/A	Permanent / Archival	
(S1-340)	<b>General Letters (Inactive)</b> Consists of inactive General Letters (policy) issued by the Office of the Public Records Administrator. Files are arranged chronologically.	Permanent	N/A	Permanent / Archival	
9.	<b>Historic Documents Preservation Program Files</b> Consists of targeted, competitive, and disaster recovery grant files for the preservation and management of historic local records. Including but not limited to: applications, consultant reports, correspondence, grant award letters, evaluation forms, project evaluation/expenditure reports, and related documents. Files are arranged by grant year, then municipality.	10 years from end of grant year	N/A	10 years from end of grant year	

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
10.	<b>Land Record Examination Files</b> Consists of annual <i>Examination of Indexes and Inspections of Land Records in the Towns</i> and related documents. Files are arranged by year, then municipality.	Current year plus 2 years	N/A	Current year plus 2 years	
11.	<b>Quasi-Public Agency Files</b> Including but not limited to: inspections, inventories, meeting notes, and related documents. Files are arranged by quasi-public agency.	Permanent	N/A	Permanent / Archival	
12.	<b>Records Management Liaison Officer Files</b> Consists of <i>Records Management Liaison Officer Designation</i> (Form RC-078), printed RMLO contact list, and related documents. Files are arranged by state agency.	Until superseded	N/A	Until superseded	
13.	<b>Records Retention Schedules, General (Active)</b> Consists of active general records retention schedules for municipalities and state agencies. Files are arranged by schedule number.	Permanent	N/A	Permanent	
14.	<b>Records Retention Schedules, General (Void)</b> Consists of void general records retention schedules for municipalities and state agencies. Files are arranged by schedule number.	Permanent	N/A	Permanent	
15.	<b>Records Retention Schedules, State Agency (Active)</b> Consists of active agency <i>Records Retention Schedules</i> (Form RC-050). Files are arranged by state agency.	Permanent	N/A	Permanent	Reference copies are maintained by schedule number in binders (accession log).
16.	<b>Records Retention Schedules, State Agency (Void)</b> Consists of void agency <i>Records Retention Schedules</i> (Form RC-050). Files are arranged by state agency.	Permanent	N/A	Permanent	
17.	<b>Removal of Public Records Personal Data Files</b> Including but not limited to: <i>Request for Removal of Public Records Personal Data Files from Towns and Municipalities</i> (Form RC-076), <i>Request for Removal of Public Records Personal Data Files from State Agencies</i> (Form RC-077), and related documents. Files are arranged by municipality or state agency.	1 year from date approved/denied	N/A	1 year from date approved/denied	
18.	<b>State Records Center Accession Log</b> Consists of log used to track incoming shipments and accession numbers.	10 years	- 0 -	10 years	

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
19.	<b>State Records Center Reference Requests</b> Consists of <i>State Records Center Reference Requests</i> (Form RC-200) used by state agencies to request records from the State Records Center.	20 years	– 0 –	20 years	
20.	<b>State Records Center Storage Lists</b> Consists of <i>State Records Center Storage Lists</i> (Form RC-100) used to indicate records currently stored at the State Records Center, as well as records destroyed or returned to agency control.	Permanent	– 0 –	Permanent	A duplicate reference (yellow) copy is maintained in binders until records are destroyed or returned to agency control.
21.	<b>State Agency Files</b> Including but not limited to: inspections, inventories, meeting notes, and related documents. Files are arranged by state agency.	Permanent	N/A	Permanent / Archival	
22.	<b>Town Files</b> Including but not limited to: inspections, inventories, meeting notes, and related documents. Files are arranged by municipality.	Permanent	N/A	Permanent / Archival	
23.	<b>Vendor Files</b> Including but not limited to: correspondence, inspections, approvals, and denials for commercial vendors. Files are arranged by vendor.	1 year from date no longer active	N/A	1 year from date no longer active	