

**RECORDS RETENTION SCHEDULE**

Form RC-050 (Revised 01/2010)

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

RETENTION SCHEDULE

# **10-9-1**

- 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> Department of Administrative Services (DAS)	<b>AGENCY ADDRESS:</b> 165 Capitol Avenue, Hartford, CT 06106	<b>This schedule is:</b> <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> State Marshal Commission		<b>If revised, superseded schedule number(s):</b> 09-7-1

<b>RMLO (type or print):</b> Erin O'Brien Choquette	<b>TITLE (type or print):</b> Senior Policy Advisor	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 10/15/2010
<b>APPROVED (RMLO):</b> Erin O'Brien Choquette (signature on file)	<b>DATE:</b> 10/12/2010	<b>APPROVED (Public Records Administrator):</b> LeAnn R. Power (signature on file)	<b>EFFECTIVE DATE:</b> 10/15/2010

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>State Marshal Applicant Files</b> Consists of records of applicants to become state marshals. Including but not limited to: applications, references, application procedure checklists, background checks, correspondence, and related materials. Files are arranged alphabetically by county then by name.	1 year after life of exam list	N/A	1 year after life of exam list	Exam is administered by DAS approximately every three (3) years; Exam list is active until superseded.
2.	<b>State Marshal Files</b> Consists of appointed state marshal personal files. Including but not limited to: application materials, training information, certificates of appointment, certificates of oaths, badge numbers, annual fee payments, annual liability insurance forms, Department of Motor Vehicles (DMV) codes, client fund information, appointment status information, pre-2000 sheriff material, correspondence, and related materials. Files are arranged alphabetically by county then by name.	5 years from date appointment ends	N/A	5 years from date appointment ends	Pursuant to CGS §6-38b(i), state marshals are not State employees; State marshal appointments do not expire.

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		Office (A)	Off-site (B)	Total (A + B)	
3.	<b>State Marshal Client Fund Account Files</b> Consists of audits of state marshal client fund accounts by Auditors of Public Account and State Marshal Commission. Including but not limited to: audit reports, records and actions on such audits, and related correspondence. Files are arranged alphabetically by county then by name.	5 years from date appointment ends	N/A	5 years from date appointment ends	Pursuant to CGS §6-38e, records are exempt from FOIA.
4.	<b>State Marshal Investigation and Complaint Case Files</b> Consists of case investigation and complaint files of state marshals when no hearing was held (dismissals). Including but not limited to: investigation materials, complaints, related correspondence, and outcomes of investigations or complaints. Files are arranged alphabetically by name.	3 years from date of final disposition	N/A	3 years from date of final disposition	
5.	<b>State Marshal Investigation and Complaint Case Files – Hearing Records</b> Consists of case investigation and complaint files of state marshals when a hearing was held. Including but not limited to: investigation materials, complaints, related correspondence, hearing recordings, hearing transcripts (if created), hearing exhibits, and final decisions. Files are arranged alphabetically by name.	5 years from date appointment ends	N/A	5 years from date appointment ends	Hearings are conducted in accordance with CGS §4-176e.
6.	<b>State Marshal Restraining Order List</b> Consists of records related to rotating assignments of state marshals for restraining order duty at state courts.	3 years after life of list	N/A	3 years after life of list	Restraining orders are served in accordance with CGS §6-38b(g); List is published every six (6) months.
7.	<b>State Marshal Training Material</b> Consists of records related to in-class training material for new state marshals.	Current cycle plus previous cycle	N/A	Current cycle plus previous cycle	Class is administered as needed.
8.	<b>State Marshal Databases</b> Consists of databases for marshal list, complaints, audits, and application status.	Continuously updated	N/A	Continuously updated	
9.	<b>State Marshal Reports</b> Consists of hard copy reports generated from the state marshal databases for marshal list, complaints, audits, and application status.	2 years from date of report	N/A	2 years from date of report	