

# RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)



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)

<b>RETENTION SCHEDULE</b> # <u>11-11-1</u>
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- 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> Division of Criminal Justice	<b>AGENCY ADDRESS:</b> 300 Corporate Place, Rocky Hill, CT 06067	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> Office of the Chief State's Attorney		If revised, superseded schedule number(s): 03-2-1

<b>RMLO (type or print):</b> Brian Austin Jr.	<b>TITLE (type or print):</b> Executive Assistant State's Attorney	<b>APPROVED (State Archivist):</b> <i>Frank H. Jones</i>	<b>DATE:</b> 6/6/2011
<b>APPROVED (RMLO):</b> <i>Brian Austin Jr.</i>	<b>DATE:</b> May 27, 2011	<b>APPROVED (Public Records Administrator):</b> <i>Sean R. Power</i>	<b>EFFECTIVE DATE:</b> 6/6/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
01.	<b>Closed Criminal Investigations – No Arrests</b> This series documents criminal investigations that do not lead to an arrest. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	5 years	– 0 –	5 years	
02.	<b>Closed Grand Jury Investigations – No Arrests</b> Consists of records that document grand jury investigations that do not lead to an arrest. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	5 years	– 0 –	5 years	
03.	<b>Civil Litigation Case Files</b> This series documents civil litigation proceedings. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	5 years after expiration of appeal period	– 0 –	5 years after expiration of appeal period	

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		Office (A)	Off-site (B)	Total (A + B)	
04.	<b>Felony Dispositions – Capital</b> This series documents criminal litigation proceedings for capital felonies. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	Permanent	– 0 –	Permanent / Archival	
05.	<b>Felony Dispositions – Class A and B</b> This series documents criminal litigation proceedings for class A and B felonies. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	20 years after expiration of appeal period	– 0 –	20 years after expiration of appeal period	
06.	<b>Felony Dispositions – Class C and D</b> This series documents criminal litigation proceedings for class C and D felonies. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	10 years after expiration of appeal period	– 0 –	10 years after expiration of appeal period	
07.	<b>Felony Dispositions – Unclassified</b> This series documents criminal litigation proceedings for unclassified felonies. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	10 years after expiration of appeal period	– 0 –	10 years after expiration of appeal period	
08.	<b>Juvenile Dispositions</b> This series documents juvenile litigation proceedings for Family with Service Needs and Youth in Crisis. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	1 year after case closed	– 0 –	1 year after case closed	
09.	<b>Misdemeanor Dispositions</b> This series documents criminal litigation proceedings for class A, B, C, and unclassified misdemeanors. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.	2 years after expiration of appeal period	– 0 –	2 years after expiration of appeal period	
(S10-630)	<b>Motor Vehicle Stop Reports</b> Consists of traffic stop data recorded pursuant to CGS §54-11 (Alvin W. Penn Racial Profiling Prohibition Act). Data should be submitted to the African-American Affairs Commission.	30 days from date information entered into system	– 0 –	30 days from date information entered into system	
(S10-380)	<b>Uncorroborated Criminal Allegations</b> Consists of records that document case investigations of alleged criminal activity that have not been supported by additional and confirming facts or evidence	15 months after creation [CGS §1-216]	– 0 –	15 months after creation [CGS §1-216]	

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		Office (A)	Off-site (B)	Total (A + B)	
10.	<p><b>Violations and Infractions Dispositions</b></p> <p>This series documents criminal litigation proceedings for violations and infractions. Including but not limited to: motions; pleadings; decisions; grievances; and related correspondence.</p>	1 year after expiration of appeal period	- 0 -	1 year after expiration of appeal period	See CGS §51-164p for violations and infractions.

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