

# RECORDS RETENTION SCHEDULE

RC-50 - Revised 3/2006

(Return to Public Records Administrator)



STATE OF CONNECTICUT  
 Connecticut State Library  
 PUBLIC RECORDS ADMINISTRATION  
 231 Capitol Ave., Hartford, CT 06106

**FOR OFFICE USE ONLY**  
 Retention Schedule # 08-2-2

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<b>AGENCY:</b> Department of Consumer Protection	<b>ADDRESS:</b> 165 Capitol Avenue, Hartford, CT 06106
<b>DIVISION or UNIT:</b> Drug Control	

This schedule is:  original;  revised.

If revised, enter previous retention schedule number here: # 85-3-04, 85-3-09, 85-3-10

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Item Number	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site <sup>2</sup> (B)	Total (A + B)	
1	<b>Certificate of Free Sale</b> Letter issued to Connecticut manufacturers of drugs, cosmetics and medical devices allowing them to sell their goods overseas.	3 years, or until audited, whichever is later	N/A	3 years, or until audited, whichever is later	
2.	<b>Drug Destruction Documentation Files</b> Consisting of prescription information, dates of destructions and names of individuals conducting the destructions. Arranged by date.	3 years from date of destruction	N/A	3 years from date of destruction	CGS 21a-254(i)
3.	<b>Investigation Files</b> Initiated by the agency or from consumer complaints; includes details of investigations, voluntary surrender reports and outcome of investigations.	10 years after activity ceases	N/A	10 years after activity ceases	

<b>Approved</b> ( <i>Agency Records Management Liaison Officer</i> ) Susan Grey (signature on file)	<b>Typed Name of RMLO:</b> Susan Gray	<b>Title:</b> Director	<b>Date:</b> 2/6/2008
<b>Approved</b> ( <i>State Archivist</i> ) Mark H. Jones (signature on file)	<b>Date:</b> 2/8/2008	<b>Approved</b> ( <i>Public Records Administrator</i> ): Eunice G. DiBella (signature on file)	<b>Effective Date of Schedule:</b> 2/8/2008

<sup>1</sup> A Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

<sup>2</sup> The State Records Center or an approved off-site facility. Records with a permanent retention period cannot be stored at the State Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

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