

# 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 # 08-2-3

# COPY

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

This schedule is:  original;  revised.

If revised, enter previous retention schedule number here: # 85-3-06, 85-3-12

Page 1 of 2 pages

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>Adulterated Food Product Files</b> Documentation relating to agreements between food product owners and the State to voluntarily destroy items that are adulterated. These may consist of destruction forms, inspection reports, sample analysis, correspondence and related materials. Maintained by inspector and then chronologically	3 years from date of agreement between owner and State	N/A	3 years from date of agreement between owner and State	
2.	<b>Off-Sale/Condemned Food Files</b> Documentation relating to products removed from commerce because of problems with their quantity, quality or accuracy. These files may consist of "Ordered Repaired" or "Condemnation" tags, inspection reports, correspondence and related materials.	3 years from date tag placed on product	N/A	3 years from date tag placed on product	
3.	<b>Package Verification Files</b> Consisting of reports prepared by field inspectors checking packages to verify that weight is correct as labeled, correspondence and related materials.	3 years from date of inspection	N/A	3 years from date of inspection	
4.	<b>Sample Collection Reporting Files</b> Includes consumer complaints, inspection reports, sample collection reports, chain of custody forms, correspondence and related materials.	3 years from date sample collected	N/A	3 years from date sample collected	

<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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5.	Weight and Measures Compliance Files Consisting of forms submitted by vendors to notify the State of changes in weighing and measuring devices.	3 years from date form received by State	N/A	3 years from date form received by State	

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