

# 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 # 07-7-1

<b>AGENCY:</b> Department of Consumer Protection	<b>ADDRESS:</b> 165 Capitol Avenue, Hartford, CT 06106
<b>DIVISION or UNIT:</b> Liquor Control	Susan Gray 860-713-6049

This schedule is:  original;  revised.  
 If revised, enter previous retention schedule number here: # 85-10-1  
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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.	Application/Permittee Files for Liquor Permits including but not limited to investigations, inspection reports, sales agreements, financial affidavits, fire marshall's certificates, sketches & photos of premises, health certifications, personal history for permittee and backer/owner, transfer of ownership reports, substitution applications (change of permittee), transfers of LLC (interest in backer), transfers of stock and related materials	5 years after inactive	N/A	5 years after inactive	CGS Sec. 30-6(b)
2.	Brand Registration Files to manufacture and/or sell alcohol products in Connecticut. They may consist of applications, letters of federal approval, brand labels and related materials.	5 years after inactive	N/A	5 years after inactive	
3.	Price Posting Files consisting of wholesale and "freight on board" price lists for alcohol products submitted monthly to the agency.	2 years after date filed	N/A	2 years after date filed	

<b>Approved (Agency Records Management Liaison Officer)</b> Susan Grey (signature on file)	<b>Typed Name of RMLO:</b> Susan Grey	<b>Title:</b> Director	<b>Date:</b> 11/13/07
<b>Approved (State Archivist)</b> Mark H. Jones (signature on file)	<b>Date:</b> 11/15/07	<b>Approved (Public Records Administrator):</b> Eunice DiBella (signature on file)	<b>Effective Date of Schedule:</b> 11/15/07

<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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