

# 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 # 08-5-1

<b>AGENCY:</b> Department of Environmental Protection	<b>ADDRESS:</b> 79 Elm Street, Hartford, CT 06106
<b>DIVISION or UNIT:</b> Bureau of Natural Resources: Inland Fisheries Division (IFD)	(860) 424-3474

This schedule is:  original;  revised.  
 If revised, enter previous retention schedule number here: # \_\_\_\_\_  
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Item Number	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD			Legal Requirements / Notes
		Office (A)	Off-site <sup>2</sup> (B)	Total (A + B)	
1	Association Controlled Waters and Private Waters Designation Administrative Files (Exemption Granted) consisting of but not limited to applications, inspection reports and notices of decision regarding exemptions of state fishing regulations for association controlled or privately controlled water bodies, filed alphabetically by waterbody name	3 years after exemption expires	N/A	3 years after exemption expires	
2	Association Controlled Waters and Private Waters Designation Administrative Files (Exemption Denied) consisting of but not limited to applications, inspection reports and notices of decision regarding exemptions of state fishing regulations for association controlled or privately controlled water bodies, filed alphabetically by waterbody name	1 year from date of decision	N/A	1 year from date of decision	
3	Association Controlled Waters and Private Waters Designation Database consisting of but not limited to name of applicant, water body, location, and date.	Continuously updated	N/A	Continuously updated	
4	Trophy Fish Awards Administrative Files consisting of but not limited to application and record of decision (award), filed alphabetically by applicant name	3 years from date of decision	N/A	3 years from date of decision	
5	Trophy Fish Awards Database consisting of but not limited to applicant name, and fish species, length and/or weight	Continuously updated	N/A	Continuously updated	

<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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		Office (A)	Off-site <sup>2</sup> (B)	Total (A + B)	
6	<b>Research Project Agreements (executed)</b> consisting of but not limited to requests for proposals, proposals, agreements, amendments, progress reports and deliverables, and related correspondence for funding pass throughs (primarily UConn). Filed alphabetically by project title	Term of contract, or until audited, whichever comes later	N/A	Term of contract, or until audited, whichever comes later	
7	<b>Research Project Agreements (not executed)</b> consisting of but not limited to requests for proposals, proposals and related correspondence, filed alphabetically by project title.	1 year from date of decision	N/A	1 year from date of decision	
8	<b>Infrastructure Blueprints and Schematics</b> for hatcheries and other facilities under the unit's control. Filed by alphabetically first by facility name, and second by project title.	Permanent	N/A	Permanent / Archival	
9	<b>Infrastructure Operation and Maintenance Plans</b> for hatcheries and other facilities under the unit's control. Filed first by facility name, and second by project title	Until superceded	N/A	Until superceded	
(S1-175)	<b>Health and Safety Policies</b> includes but not limited to employee SCUBA diving, electroshocking for collecting fish, and other high hazard activities. Filed alphabetically by policy subject matter.	Permanent	N/A	Permanent / Archival	
10	<b>Case Investigation Files (Fish Health and Kills)</b> consisting of but not limited to site inspection, pathology and damage calculation reports. Filed alphabetically by waterbody name	10 years after report filed	N/A	10 years after report filed	
11	<b>Case Investigation Database (Fish Health and Kill Investigations)</b> consisting of but not limited to date, location, species, suspected cause, and investigator name	Continuously updated	N/A	Continuously updated	
12	<b>Permits/Certifications Received</b> Authorizations for regulated activities conducted by the Inland Fisheries Unit from the federal government or another state agency (e.g., Water Diversion, Stream Channel Encroachment Line, Inland Wetland, NPDES). Consisting of but not limited to applications, data, plans, reports and related correspondence. Filed alphabetically first by facility name, and second by project title.	10 years after permit / license / certification expires	N/A	10 years after permit / license / certification expires	
13	<b>Scientific Collectors and Fish Imporation/Liberation Permit Files (Approved)</b> consisting of applications, records of decision and related correspondence concerning electrofishing and stocking of fish and associated water bodies, filed alphabetically by applicant name	10 years after permit / license / certification expires	N/A	10 years after permit / license / certification expires	

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14	Scientific Collectors and Fish Imporation/Liberation Permit Files (Denied) consisting of applications, records of decision and related correspondence concerning electrofishing and stocking of fish and associated water bodies, filed alphabetically by applicant name	1 year from date of decision	N/A	1 year from date of decision	
15	Tournament/Derby Permit Files (Approved) consisting of but not limited to applications, records of decision and related correspondence, filed alphabetically by applicant name	3 years after permit/license/certification expires	N/A	3 years after permit/license/certification expires	
16	Tournament/Derby Permit Files (Denied) consisting of but not limited to applications, records of decision and related correspondence, filed alphabetically by applicant name	1 year from date of decision	N/A	1 year from date of decision	
17	Permit Database consisting of but not limited to applicant name, address, waterbody, and date for permits issued by the Inland Fisheries Unit.	Continuously updated	N/A	Continuously updated	
18	Fisheries Research/Monitoring/Management/Education Files consisting of but not limited to study designs/sampling and education plans, data sheets, photographs filed alphabetically by project title (e.g., walleye, largemouth bass, Atlantic salmon, Connecticut Aquatic Research Education [C.A.R.E.] program)	3 years after completion of project	N/A	3 years after completion of project	
19	Fisheries Research/Monitoring/Management/Education Database consisting of but not limited to project title, participants, address/location/waterbody, dates, methods, and physical, chemical and biological data	Continuously updated	N/A	Continuously updated	
(S1-190)	C.A.R.E. Program "Perch Tales Newsletter" - (record copy)	Permanent	N/A	Permanent / Archival	
20	Fish Culture Files consisting of but not limited to growth and production, spawning, fish/egg transfer, treatment, equipment maintenance and limited construction-improvement records, filed alphabetically by facility name	3 years after end of annual reporting cycle	N/A	3 years after end of annual reporting cycle	
21	Fish Culture Database consisting of but not limited to growth and production , spawning, fish/egg transfer, treatment and feeding regiment.	Continuously updated	N/A	Continuously updated	

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22	<b>Fish Culture Depredation Authorizations</b> consisting of but not limited to applications, permits, reports and related correspondence for USDA permission to deal with fish predators, filed alphabetically by facility name	10 years after permit expires	N/A	10 years after permit expires	
23	<b>Fish Stocking Files</b> consisting of but not limited to plans, schedules and other related records, filed alphabetically by waterbody name	3 years after end of annual reporting cycle	N/A	3 years after end of annual reporting cycle	Fish stocking schedules are exempt from disclosure under FOIA as per CGS Section 26-25b
24	<b>Fish Stocking Database</b> consisting of but not limited date, water body, species and size of fish stocked, and number stocked.	Continuously updated	N/A	Continuously updated	

Approved ( <i>Agency Records Management Liaison Officer</i> ) <b>Veronica Ferris</b> (signature on file)	Typed Name of RMLO: <b>Veronica Ferris</b>		Title: <b>VMD-3</b>	Date: <b>7/10/2008</b>
Approved ( <i>State Archivist</i> ) <b>Mark H. Jones</b> (signature on file)	Date: <b>7/16/2008</b>	Approved ( <i>Public Records Administrator</i> ): <b>Eunice DiBella</b> (signature on file)		Effective Date of Schedule: <b>7/16/2008</b>