

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 # 07-4-1

AGENCY: DEPARTMENT OF ENVIRONMENTAL PROTECTION	ADDRESS: 79 ELM STREET, HARTFORD, CT 06106	This schedule is: <input checked="" type="checkbox"/> original <input type="checkbox"/> revised If revised, enter previous retention schedule number here: # ____ Page 1 of 2
DIVISION or UNIT: LAND ACQUISITION & MANAGEMENT DIVISION	Elizabeth Brothers (860) 424-3086	

Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
1	Acquisition Files -- includes, but are not limited to, copies of prior deeds to a property, contracts, appraisals, title searches, maps, copies of survey maps, correspondence and payment records needed for property or interest acquisition. Arranged by the year the project was initiated and then by chronological project number.	25 years from date property acquired or process terminated	N/A	25 years from date property acquired or process terminated	
2	Parcel File -- master file created from the Acquisition File for each piece of land or property rights acquired consisting of contracts, title certificates and copies of survey maps and the original deed that establish State ownership. Arranged by management area and chronological parcel number.	Permanent	N/A	Permanent / Archival	
3	Property Management Files -- documentation concerning land rights issues pertains to DEP land or interests in land already owned by the state such as encroachment on state property or requests to use state land for any reason. Filed by year and chronological project number.	25 years from date file closed	N/A	25 years from date file closed	
4	Survey Notes -- supporting documentation created by surveyors during surveys of property interests owned by the state and/or affecting DEP properties. Arranged by property.	Permanent	N/A	Permanent / Archival	
5	Survey Maps -- original mylar maps of various property interests owned or affecting DEP properties. Arranged by property.	Permanent	N/A	Permanent / Archival	
6	Deed Books -- bound copies of deeds and easements indexed by town and by DEP facility. Arranged by date filed.	Permanent	N/A	Permanent / Archival	

¹ 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.

² 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.

Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
7	Hunting Agreements -- short term leases allowing the public to hunt on private property. Arranged alphabetically by property name.	10 years from date of last renewal or expiration	N/A	10 years from date of last renewal or expiration	
8	Fishing Easements -- documents granting public access to streams and/or rivers that flow through private property. Arranged alphabetically by property name.	Permanent	N/A	Permanent / Archival	
9	Stream Improvement Agreements - short term agreements granting DEP access to private property to build shoreline barriers or other edifices to improve aquatic habitats.	10 years from date of last renewal or expiration	N/A	10 years from date of last renewal or expiration	
10	Land Acquisition/Development/Preservation Grants (Awarded) -- administrative files of various state or federal grant programs that award funds for the acquisition or development of land by municipalities, land trusts or water companies for public outdoor recreational facilities or the preservation of land for open space purposes. Files include but are not limited to application forms, appraisal reviews, certificates of ownership, contractual agreements includes a copy of the dedication agreement or conservation easement filed on town records and other supporting documents. Arrangement depends on program.	Permanent	N/A	Permanent / Archival	
11	Land Acquisition/Development/Preservation Grants (Not Approved) -- includes application form, supporting documentation and appraisal review.	1 year from date application received	N/A	1 year from date application received	
12	Appraisal Records (Open Space & Watershed Land Acquisition Program [OSWA] Land Acquisition/Development/Preservation Grants).	5 years after date grant awarded	N/A	5 years after date grant awarded	
13	Dedication/Agreement Books - Bound copies of Dedication and/or Agreements (no specific arrangement).	Permanent	N/A	Permanent / Archival	

Approved (<i>Agency Records Management Liaison Officer</i>) Veronica M. Ferriss (signature on file)	Typed Name of RMLO: Veronica M. Ferriss	Title: VDM - 3	Date: 5/1/07
Approved (<i>State Archivist</i>) Mark H. Jones (signature on file)	Date: 5/14/07	Approved (<i>Public Records Administrator</i>): Eunice G. DiBella (signature on file)	Effective Date of Schedule: 5/14/07