

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)

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STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
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RETENTION SCHEDULE
 # **10-2-1**

AGENCY: Department of Banking	AGENCY ADDRESS: 260 Constitution Plaza, Hartford, CT 06103	This schedule is: <input checked="" type="checkbox"/> new <input type="checkbox"/> revised
PROGRAM / UNIT: Government Relations and Consumer Affairs Division		If revised, superseded schedule number(s):

RMLO (type or print): Michelle Heineman	TITLE (type or print): Associate Accountant	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 3/4/2010
APPROVED (RMLO): Michelle Heineman (signature on file)	DATE: 2/18/2010	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE: 3/5/2010

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Consumer Complaint Records Consists of records that document consumer complaints related to financial, consumer credit, and securities issues. Including but not limited to: complaint letters, correspondence (e.g., consumer or financial institution), and related documents.	2 years from date case closed	3 years from date case closed	5 years from date case closed	
2.	Legislative Complaint Records Consists of records that document constituent complaints related to financial, consumer credit, and securities submitted to legislators. Including but not limited to: complaint letters, correspondence (e.g., constituent, legislator, or financial institution), and related documents.	2 years from date case closed	3 years from date case closed	5 years from date case closed	