

**RECORDS RETENTION SCHEDULE**

Form RC-050 (Revised 11/2008)

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**RETENTION SCHEDULE**  
**# 09-6-1**

<b>AGENCY:</b> Department of Public Health	<b>AGENCY ADDRESS:</b> 410 Capitol Avenue, Hartford, CT 06106	This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised  If revised, superseded retention schedule number(s): <b>01-2-2</b>
<b>PROGRAM / UNIT:</b> Regulatory Services: Community Based Regulation		

<b>RMLO (type or print):</b> Elizabeth Frugale	<b>TITLE (type or print):</b> Registrar of Vital Records	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 05/11/09
<b>APPROVED (RMLO):</b> Elizabeth Frugale (signature on file)	<b>DATE:</b> 05/05/09	<b>APPROVED (Public Records Administrator):</b> Eunice G. DiBella (signature on file)	<b>EFFECTIVE DATE OF SCHEDULE:</b> 05/11/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
<b>A. CHILD DAY CARE CENTERS / FAMILY DAY CARE HOMES / GROUP DAY CARE HOMES RECORDS</b>					
1.	<b>Facility Licensure Files – Approved</b> Consists of approved applications and supporting documentation to obtain a license to operate a child day care center, family day care home, or group day care home. Including, but not limited to: applications/renewals; change of address forms; background screenings, copies of licenses issued; any conditions, violations, or plans of correction; inspection reports; and related correspondence. Files are arranged alphabetically by town and then alphabetically by facility.	Duration of license	N/A	Duration of license	Pursuant to CGS § 19a-80 (child day care centers and group day care homes) and § 19a-87b (family day care homes); License is active for 4 years.
2.	<b>Facility Licensure Files – Approved, Updated documentation</b> Consists of program policies, consultant agreements, and staff lists submitted by child day care centers and group day care homes.	Until superseded	N/A	Until superseded	Documents are maintained as part of the approved facility licensure file but removed once superseded.
3.	<b>Facility Licensure Files – Denied</b> Consists of denied applications and supporting documentation to obtain a license to operate a child day care center, family day care home, or group day care home. Files are arranged chronologically by year and then alphabetically by facility.	3 years from date denied	N/A	3 years from date denied	CGS § 19a-87e.

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ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
4.	<p><b>Facility Licensure Files – Withdrawn</b></p> <p>Consists of voluntarily withdrawn applications and supporting documentation to obtain a license to operate a child day care center, family day care home, or group day care home. Files are arranged chronologically by year and then alphabetically by facility.</p>	1 year from date withdrawn	N/A	1 year from date withdrawn	
5.	<p><b>Facility Licensure Enforcement Files – Licensed Facilities</b></p> <p>Consists of complaint/enforcement files for licensed child day care centers, family day care homes, or group day care homes. Files are arranged chronologically by year and then alphabetically by facility.</p>	5 years from date case closed	N/A	5 years from date case closed	CGS § 19a-84.
6.	<p><b>Facility Licensure Enforcement Files – Unlicensed Facilities</b></p> <p>Consists of complaint/enforcement files for unlicensed child day care centers, family day care homes, or group day care homes. Files are arranged chronologically by year and then alphabetically by facility.</p>	5 years from date case closed	N/A	5 years from date case closed	CGS § 19a-87.
7.	<p><b>First Aid/CPR Course Review Files – Approved Courses</b></p> <p>Consists of applications and supporting documentation (course outline, course material) for programs to teach First Aid/CPR to staff at child day care centers, family day care homes, group day care homes, or youth camps. Files are arranged alphabetically by provider.</p>	Duration of approval	N/A	Duration of approval	
8.	<p><b>First Aid/CPR Course Review Files – Denied / Withdrawn Courses</b></p> <p>Consists of applications and supporting documentation (course outline, course material) for programs to teach First Aid/CPR to staff at child day care centers, family day care homes, group day care homes, or youth camps. Files are arranged alphabetically by provider.</p>	1 year from date denied/withdrawn	N/A	1 year from date denied/withdrawn	
9.	<p><b>Head Teacher or Consultant Approval Files – Approved</b></p> <p>Consists of approved applications and supporting documentation to obtain an approval for an individual to work as a head teacher or early childhood education/school age consultant in a licensed child day care center or group day care home. Files are arranged alphabetically by approved individual.</p>	2 years from date approved	N/A	2 years from date approved	
10.	<p><b>Head Teacher or Consultant Approval Files – Denied / Withdrawn</b></p> <p>Consists of denied or voluntarily withdrawn applications and supporting documentation to obtain an approval for an individual to work as a head teacher or early childhood education/school age consultant in a licensed child day care center or group day care home. Files are arranged alphabetically by applicant.</p>	1 year from date denied/withdrawn	N/A	1 year from date denied/withdrawn	

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
11.	<b>Head Teacher or Consultant Approval Files Database</b> Consists of database of head teachers or early childhood education/school age consultants approved to teach at a licensed child day care center or group day care home.	Continuously updated	N/A	Continuously updated	
12.	<b>Special Petition Medication Requests – Approved</b> Consists of approved requests and supporting documentation to obtain an approval to administer medicine to children in a licensed child day care center, family day care home, or group day care home. Files are arranged alphabetically by town and then by facility.	Duration of approval	N/A	Duration of approval	Approvals are active for 2 years.
13.	<b>Special Petition Medication Requests – Denied / Withdrawn</b> Consists of denied or voluntarily withdrawn requests and supporting documentation to obtain an approval to administer medicine to children in a licensed child day care center, family day care home, or group day care home. Files are arranged alphabetically by town and then by facility.	1 year from date denied/withdrawn	N/A	1 year from date denied/withdrawn	
14.	<b>Substitute/Assistant Approval Files – Approved</b> Consists of approved applications and supporting documentation to obtain an approval for an individual to work as an assistant or substitute for a provider in a licensed family day care home. Files are arranged alphabetically by approved individual.	Duration of approval	N/A	Duration of approval	Approvals are active for 2 years.
15.	<b>Substitute/Assistant Approval Files – Denied / Withdrawn</b> Consists of denied/withdrawn applications and supporting documentation to obtain an approval for an individual to work as an assistant or substitute for a provider in a licensed family day care home. Files are arranged alphabetically by approved individual.	1 year from date denied/withdrawn	N/A	1 year from date denied/withdrawn	CGS § 19a-87a.
16.	<b>Reports, Statistical</b> Consists of statistical reports related to child day care centers, group day care homes, and family day care homes.	5 years from date of report	N/A	5 years from date of report	
<b>B. YOUTH CAMP LICENSURE RECORDS</b>					

**Department of Public Health: Regulatory Services – Community Based Regulation, Schedule Number:**

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
17.	<b>Facility Licensure Files – Approved</b> Consists of approved applications and supporting documentation to obtain a license to operate a youth camp. Including, but not limited to: licensure applications/renewals, supporting documentation, inspection reports, violations, plans of correction, and related correspondence. Files are arranged alphabetically by town and then by facility.	Duration of license	N/A	Duration of license	Licenses are active for 1 year.
18.	<b>Facility Licensure Files – Denied</b> Consists of denied applications and supporting documentation to obtain a license to operate a youth camp. Files are arranged alphabetically by town and then by facility.	3 years from date denied	N/A	3 years from date denied	
19.	<b>Facility Licensure Files – Withdrawn</b> Consists of voluntarily withdrawn applications and supporting documentation to obtain a license to operate a youth camp. Files are arranged alphabetically by town and then by facility.	1 year from date withdrawn	N/A	1 year from date withdrawn	
20.	<b>Licensure Enforcement Files – Licensed Facilities</b> Consists of complaint/enforcement files for licensed youth camps. Files are arranged chronologically by year and then alphabetically by facility.	5 years from date case closed	N/A	5 years from date case closed	
21.	<b>Licensure Enforcement Files – Unlicensed Facilities</b> Consists of complaint/enforcement files for unlicensed youth camps. Including, but not limited to: camp inspection forms, day of inspection checklists, and licensing corrective action reports. Files are arranged chronologically by year and then alphabetically by facility.	5 years from date case closed	N/A	5 years from date case closed	
22.	<b>Reports, Accident/Illness</b> Consists of accident/illness reports involving youth camps. Including, but not limited to: documentation of verbal and written reports.	5 years from date of report	N/A	5 years from date of report	Pursuant to Regulations of Connecticut State Agencies § 19-13-B27a (u).
23.	<b>Reports, Statistical</b> Consists of statistical reports related to youth camps.	5 years from date of report	N/A	5 years from date of report	