

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)



STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
www.eslib.org/publicrecords

RETENTION SCHEDULE
 # 11-9-1

- AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
- FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

AGENCY: Department of Public Health (DPH)	AGENCY ADDRESS: 410 Capitol Avenue, Hartford, CT 06134	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised If revised, superseded schedule number(s): 92-1-9
PROGRAM / UNIT: Local Health Administration Branch (LHAB)		

RMLO (type or print): Lisa Kessler	TITLE (type or print): Staff Attorney	APPROVED (State Archivist): <i>Mark A. Jones</i>	DATE: 5/13/2011
APPROVED (RMLO): <i>Lisa Kessler</i>	DATE: May 9, 2011	APPROVED (Public Records Administrator): <i>LeAnn C. Power</i>	EFFECTIVE DATE: 5/17/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Local Health Department / District Complaint Files This series documents the investigation of complaints received from Connecticut residents stating local health departments / districts have failed to uphold the Public Health Code. Including but not limited to: correspondence.	7 years from date case closed	- 0 -	7 years from date case closed	
2.	Local Health Department / District Conference Files This series documents LHAB sponsored conferences / workshops conducted pursuant to CGS §19a-208. Including but not limited to: planning files, handouts, and lists of attendees.	3 years from date of conference	- 0 -	3 years from date of conference	Conferences include the semi-annual meeting and the orientation for new directors of health.
3.	Local Health Department / District Correspondence This series documents technical assistance and consultation to local health departments/districts for improving the provision of local public health services pursuant to CGS §19a-2a. Including but not limited to: technical assistance, consultation requests, and narratives.	10 years from date of correspondence	- 0 -	10 years from date of correspondence	

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		Office (A)	Off-site (B)	Total (A + B)	
4.	Local Health Department / District Directory Database This series documents the database directory of local health departments / districts in Connecticut.	Continuously updated	- 0 -	Continuously updated	
5.	Local Health Department / District Per Capita Grants-In-Aid Program Records This series documents the administration of the per capita grants-in-aid program for local health departments/districts pursuant to CGS §19a-202, §19a-202a, §19a-241, and §19a-245. Including but not limited to: applications, public hearing meeting minutes, records of vote, transition documents, and supporting documentation.	3 years, or until audited, whichever is later	- 0 -	3 years, or until audited, whichever is later	
6.	Local Health Director Annual Reports This series documents annual reports submitted by local directors of health pursuant to CGS §19a-200. Reports include director expense, revenue, personnel, and program information.	7 years from date received	- 0 -	Permanent / Archival	
7.	Local Health Director Appointment Records This series documents the review process for appointments of local directors of health pursuant to CGS §19a-200 and §19a-242. Including but not limited to: appointments, credential review, contact information, and related correspondence.	8 years from date of appointment	- 0 -	8 years from date of appointment	Pursuant to CGS §19a-200, terms are four (4) years from the date of appointment. See CGS §19a-206 and §19a-244 for qualifications and duties of director of health.