

**RECORDS RETENTION SCHEDULE**

Form RC-050 (Revised 11/2008)

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STATE OF CONNECTICUT  
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**RETENTION SCHEDULE**  
**# 09-10-1**

<b>AGENCY:</b> Office of Protection and Advocacy for Persons with Disabilities	<b>AGENCY ADDRESS:</b> 60B Weston Street, Hartford, CT 06120	This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised  If revised, superseded retention schedule number(s): 98-2-1
<b>PROGRAM / UNIT:</b> Agency-wide: Administrative Division, Abuse Investigation Division, and Case Services Division		

<b>RMLO (type or print):</b> Gretchen Knauff	<b>TITLE (type or print):</b> Assistant Director	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 9/21/09
<b>APPROVED (RMLO):</b> Gretchen Knauff (signature on file)	<b>DATE:</b> 9/16/09	<b>APPROVED (Public Records Administrator):</b> LeAnn R. Power (signature on file)	<b>EFFECTIVE DATE OF SCHEDULE:</b> 9/22/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>Accessibility Review Records</b> Consists of records that document the review of accessibility (for the elderly and physically handicapped) in public spaces for exemptions to State Building Code (CGS §29-269), requests for approval to install wheelchair lifts (CGS §29-200), and exemptions from polling place accessibility requirements (CGS §9-168d). Including but not limited to: applications / waivers for exemptions, reviews, decisions, and related documents.	1 year from date decision issued	- 0 -	1 year from date decision issued	
2.	<b>Consumer Information Records</b> Consists of records that document initial intake and referral for persons with disabilities. Including but not limited to: intake forms, formal and informal advice, correspondence, and related documents.	3 years from date closing letter issued, or 5 years from age of 18, whichever is later	- 0 -	3 years from date closing letter issued, or 5 years from age of 18, whichever is later	
3.	<b>Client Advocacy Case Records</b> Consists of records that document advocacy on behalf of persons with disabilities. Including but not limited to: authorizations, release forms, correspondence, related educational, employment, and medical documents, and litigation documents. Files are arranged chronologically by date then alphabetically by name.	5 years from date case closed, or 5 years from age of 18, whichever is later	- 0 -	5 years from date case closed, or 5 years from age of 18, whichever is later	

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		Office (A)	Off-site (B)	Total (A + B)	
4.	<p><b>Client Investigation Case Records</b></p> <p>Consists of records that document the investigation of suspected abuse or neglect of persons with disabilities reported pursuant to CGS §46a-11a, et. seq. Including but not limited to: authorizations, release forms, correspondence, related educational, employment, and medical documents, notifications of death, written findings, statewide registry, referrals to Attorney General's Office, and litigation documents. Files are arranged chronologically by date then alphabetically by name.</p>	5 years from date case closed, or 5 years from age of 18, whichever is later	- 0 -	5 years from date case closed, or 5 years from age of 18, whichever is later	Pursuant to CGS §46a-11c(c), the original report and the evaluation report of the investigator are not public records under CGS §1-210 (FOIA).
5.	<p><b>Legislative and Regulations Specialist Records</b></p> <p>Consists of records that document legislative affairs related to the Office of Protection and Advocacy for Persons with Disabilities. Including but not limited to: correspondence, reports, and weekly legislative updates.</p>	1 year from end of legislative session	- 0 -	1 year from end of legislative session	