

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.cslib.org/publicrecords

RETENTION SCHEDULE
 # 11-7-1

- 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: Board of Firearms Permit Examiners	AGENCY ADDRESS: 505 Hudson Street, Hartford, CT 06106	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: ALL		If revised, superseded schedule number(s): 99-4-1

RMLO (type or print): Susan Mazzocchi	TITLE (type or print): Management Analyst	APPROVED (State Archivist): <i>Mark H. Jones</i>	DATE: 5/10/2011
APPROVED (RMLO): <i>Susan Mazzocchi</i>	DATE: 5/5/2011	APPROVED (Public Records Administrator): <i>LeAnn L. 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.	<p>Firearms Appeals Case Files</p> <p>This series documents the appeal and review process for citizens aggrieved by any denial to issue or renew a firearms permit under the provisions of CGS §29-28 or §29-36f, or revocation of a permit issued, or refusal or failure of any issuing authority to furnish an application. Including but not limited to: appeal letters; appellant questionnaires; supporting documentation (letter of denial or revocation); notices of hearing; documentation of necessity (proof why it is necessary to delay a hearing); letters of board decisions; and related correspondence.</p>	3 years from date case closed	2 years	5 years from date case closed	Records of appeal process are maintained in accordance with CGS §29-32b. See S1 for retention of Board of Firearms Permit Examiners hearing records.