

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
www.cslib.org/publicrecords

RETENTION SCHEDULE
11-3-1

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.
2. **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.
3. **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 Labor (DOL)	AGENCY ADDRESS: 200 Folly Brook Boulevard, Wethersfield, CT 06109	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Field Audit Offices		If revised, superseded schedule number(s): 85-7-23

RMLO (type or print): Carl Schuh	TITLE (type or print): Fiscal Admin. Mgr. 2	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 2/8/2011
APPROVED (RMLO): Carl Schuh (signature on file)	DATE: 2/4/2011	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE: 2/8/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Field Representative Monthly Production Sheets This series documents the performance of the audit staff by compiling monthly statistics for each individual regarding the number and type of assignments completed, audit assessments, cash collections, and time on duty during the period. Sheets are the supporting documentation for each annual performance evaluation.	40 months from the commencement of auditor's annual evaluation period	- 0 -	40 months from the commencement of auditor's annual evaluation period	Auditor's annual evaluation period is either March 1 st for July annual increments or September 1 st for January annual increments.

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SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
2.	<p>Field Audit Contact Assignments</p> <p>This series documents work assigned to the field audit staff, including but not limited to audit, status and delinquent account investigations and blocked claims for unemployment benefits. Assignments can originate in benefit claims offices, in Central Office, in a Field Office, or be the result of joint efforts of State agencies and are critical to the calculation of unemployment benefits due and employer liability for contributions, penalties and interest.</p>	4 years if used to compute benefits or to determine amount or rate of contributions or 30 months if not used for purposes above [CGS §31-254]	- 0 -	4 years if used to compute benefits or to determine amount or rate of contributions or 30 months if not used for purposes above [CGS §31-254]	Completed reports are scanned into an Electronic Document Management System (EDMS). Hard copies are destroyed after imaged copy is checked for quality assurance in accordance with Connecticut State Library's Imaging Standards. However, if the report is the subject of an appeal, hard copy is held until the entire appeal process is completed. Once the appeal process is completed and all documents have been scanned and verified on EDMS, hard copy is discarded.