

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
 # 12-1-1

- 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.
- 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.

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|---|--|--|
| AGENCY: Office of the Lieutenant Governor | AGENCY ADDRESS: 210 Capitol Avenue, Hartford, CT 06106 | This schedule is: <input checked="" type="checkbox"/> new <input type="checkbox"/> revised |
| PROGRAM / UNIT: Entire Agency | | If revised, superseded schedule number(s): |

| | | | |
|--|--|---|-------------------------------------|
| RMLO (type or print): Theresa Becchi | TITLE (type or print): Special Assistant | APPROVED (State Archivist): <i>[Signature]</i> | DATE: 1/13/12 |
| APPROVED (RMLO): <i>[Signature]</i> | DATE: 1/6/2012 | APPROVED (Public Records Administrator): <i>[Signature]</i> | EFFECTIVE DATE: 1/11/2012 |

| SERIES NUMBER | RECORDS SERIES TITLE & DESCRIPTION | APPROVED RETENTION PERIOD | | | NOTES & CITATIONS |
|---------------|---|---------------------------|--------------|----------------------|---|
| | | Office (A) | Off-site (B) | Total (A + B) | |
| 01. | Correspondence Files This series documents official correspondence sent, or received, by the Lieutenant Governor. Including but not limited to: correspondence and related documents. | Until end of term | - 0 - | Permanent / Archival | See S1-060, S1-070, and S1-080 for the retention of transitory and routine correspondence, including Freedom of Information (FOI) requests. |
| 02. | Press Releases This series documents press releases issued by the Lieutenant Governor. | Until end of term | - 0 - | Permanent / Archival | |
| 03. | Scheduling and Activity Records This series documents activities of the Lieutenant Governor. Including but not limited to: materials on meetings that were attended; speaking engagements; and personal appearances by the Lieutenant Governor. | Until end of term | - 0 - | Permanent / Archival | |
| 04. | Speech Files This series documents speeches given by the Lieutenant Governor. Including but not limited to: speeches and related documentation. | Until end of term | - 0 - | Permanent / Archival | |

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| 05. | <p>Subject / Issue Files</p> <p>This series documents subjects / issues related to the Lieutenant Governor. Files include, but are not limited to, cases, complaints, issues, or background information. Including but not limited to: reference material and related correspondence.</p> | Until end of term | - 0 - | Permanent / Archival | |