

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 # <u>11-10-2</u>
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- 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: Office of Policy and Management (OPM)	AGENCY ADDRESS: 450 Capitol Avenue, Hartford, CT 06106	This schedule is: <input checked="" type="checkbox"/> new <input type="checkbox"/> revised If revised, superseded schedule number(s):
PROGRAM / UNIT: Adriaen's Landing Project and the Stadium at Rentschler Field Project		

RMLO (type or print): Cheryl S. Rannou	TITLE (type or print): Fiscal Admin. Supervisor	APPROVED (State Archivist): <i>Mark L. Jones</i>	DATE: 8/22/11
APPROVED (RMLO): <i>Cheryl S. Rannou</i>	DATE: 8/12/2011	APPROVED (Public Records Administrator): <i>Sean P. Power</i>	EFFECTIVE DATE: 8/23/11

This schedule consists of records series that document the Adriaen's Landing Project, a mixed use economic development project in Hartford, pursuant to CGS §32-650 to §668 (Public Act 00-140, "An Act Implementing the Master Development Plan for the Adriaen's Landing Project and the Stadium at Rentschler Field Project"). The project is comprised of the Connecticut Convention Center, Connecticut Science Center, Convention Center Hotel, Front Street District (retail/residential space), parking, exterior pedestrian plaza, and Rentschler Field (in East Hartford). The project is a joint venture with the Office of Policy and Management (OPM), Capital City Economic Development Authority (CCEDA), the Connecticut Science Center (CSC), and Waterford Development, LLC (Marriott Hotel). OPM also oversees operations of the stadium at Rentschler Field through a management agreement with Northland AEG LLC.

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
01.	Property Acquisition Records This series documents the acquisition of real property related to the Adriaen's Landing Project and the Stadium at Rentschler Field Project. Including but not limited to: deeds; donation agreements; easements; and air / space lease agreements.	Permanent	- 0 -	Permanent	

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		Office (A)	Off-site (B)	Total (A + B)	
02.	<p>Construction Project Records</p> <p>This series documents improvements to real property related to the Adriaen's Landing Project and the Stadium at Rentschler Field Project. Including but not limited to: correspondence; cost estimates; construction manager (CM) contracts; construction documents; specification manuals; and tracings and master drawings that lead to final construction (includes revised and superseded materials).</p>	8 years from date certificate of occupancy issued	- 0 -	8 years from date certificate of occupancy issued	
03.	<p>Construction Project Records – As Built</p> <p>This series documents the final construction of real property related to the Adriaen's Landing Project and the Stadium at Rentschler Field Project. Including but not limited to: “as built” drawings.</p>	Life of structure	- 0 -	Life of structure	
04.	<p>Environmental Permit Records</p> <p>This series documents State and Federal environmental impact statements / evaluations, as well as State and Federal environmental permit applications and approval relative to the Adriaen's Landing Project and the Stadium at Rentschler Field Project. Including but not limited to: backup documentation used to generate reports / applications; geotechnical and environmental data; and public hearing transcripts, notice documents, and public comments.</p>	5 years from date permit expires	- 0 -	5 years from date permit expires	
05.	<p>Owner-Controlled Insurance Program Records</p> <p>This series documents the purchase of Owner-Controlled Insurance Program (OCIP) for the Adriaen's Landing Project and the Stadium at Rentschler Field Project. Including but not limited to: copies of meeting minutes; correspondence; and copies of various insurance policies purchased under the OCIP.</p>	5 years from date insurance policy expires	- 0 -	5 years from date insurance policy expires	