

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
 # 11-10-1

- 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 Policy and Management (OPM) | AGENCY ADDRESS: 450 Capitol Avenue, Hartford, CT 06106 | This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised |
| PROGRAM / UNIT: Policy Development and Planning Division: Energy Unit | | If revised, superseded schedule number(s): 95-9-1 |

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|--|--|--|----------------------------------|
| RMLO (type or print): Alice L. Clive | TITLE (type or print): Training Program Specialist | APPROVED (State Archivist): <i>Mark A. Jones</i> | DATE: 6/1/11 |
| APPROVED (RMLO): <i>Alice L. Clive</i> | DATE: 05/31/2011 | APPROVED (Public Records Administrator): <i>William H. Power</i> | EFFECTIVE DATE: 6/1/11 |

| SERIES NUMBER | RECORDS SERIES TITLE DESCRIPTION | APPROVED RETENTION PERIOD | | | NOTES & CITATIONS |
|---------------|---|---|--------------|---|---|
| | | Office (A) | Off-site (B) | Total (A + B) | |
| 01. | Furnace Replacement Rebate Program Records This series documents administration of the Furnace Replacement Rebate Program pursuant to CGS §16a-46e. Including but not limited to: guidelines for participation; income eligibility charts; and related summary reports. | 3 years from effective date program closed | - 0 - | 3 years from effective date program closed | Series closed March 10, 2010 when program was closed to new applications. |
| 02. | Furnace Replacement Rebate Program Applications This series documents applications for rebates as part of the Furnace Replacement Rebate Program pursuant to CGS §16a-46e. Including but not limited to: application and verification forms and supporting documentation (Form W-9, checklist, and proof of purchase); payment lists; related database records; and related correspondence. | 3 years, or until audited, whichever is later | - 0 - | 3 years, or until audited, whichever is later | Series closed March 10, 2010 when program was closed to new applications. |

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|---------------|---|---|--------------|---|--|
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| 03. | Home Heating Oil Market Monitoring Program Records This series documents monitoring of the home heating oil market in Connecticut pursuant to CGS §16a-23t. Including but not limited to: weekly surveys; and indices. | 3 years, or until audited, whichever is later | - 0 - | 3 years, or until audited, whichever is later | |
| 04. | Home Heating Oil Market Monitoring Program Records – Analysis and Investigation This series documents monitoring of the home heating oil market in Connecticut and subsequent analysis and investigations pursuant to CGS §16a-23t(e). Including but not limited to: reports; and referrals. | 3 years, or until audited, whichever is later | - 0 - | 3 years, or until audited, whichever is later | See CGS §16a-23t(e)(3) for information governing release of these records as public records. |
| 05. | Petroleum Product Vendor Registration (PPVR) Records This series documents annual registration of petroleum products vendors in Connecticut pursuant to CGS §16a-22c thru 22g. Including but not limited to: petroleum products vendor registration forms (formerly OPM-151 and OPM-155); and listings of petroleum product dealers (pursuant to CGS §16a-22e). | 3 years, or until audited, whichever is later | - 0 - | 3 years, or until audited, whichever is later | Pursuant to CGS §16a-22d, registration is “September thirtieth of each year or not later than thirty days of commencing operations in the state by such person, whichever is later.” |
| 06. | Weekly Energy Reports This series documents issuance of weekly energy reports, which provide a brief overview of oil, natural gas, propane, heating oil, and gasoline price and supply issues for the previous week in Connecticut. Including but not limited to: surveys; and weekly energy reports. | 3 years, or until audited, whichever is later | - 0 - | 3 years, or until audited, whichever is later | |