

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
 # 11-5-6

- 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 the Secretary of the State (SOTS)	AGENCY ADDRESS: 30 Trinity Street, Hartford CT 06106	This schedule is: <input checked="" type="checkbox"/> new <input type="checkbox"/> revised
PROGRAM / UNIT: Commercial Recording Division (CRD) — Address Confidentiality Program (ACP)		If revised, superseded schedule number(s):

RMLO (type or print): Barbara Sladek	TITLE (type or print): Records & Legislative Services Assistant Coordinator	APPROVED (State Archivist): 	DATE: 11/18/11
APPROVED (RMLO): 	DATE: 10/28/2011	APPROVED (Public Records Administrator): 	EFFECTIVE DATE: 11/3/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
01.	<p>Program Participant Files Without Service of Process Records</p> <p>Consists of records that document Address Confidentiality Program participation for individuals for whom the Office of the Secretary of the State has <i>not</i> acted as agent for service of process. Including but not limited to: applications and supporting documentation (if any) pursuant to CGS §54-240b; certifications; renewal applications and supporting documentation (e.g., participant's current certification card, certification renewal form, and new certification card form) pursuant to CGS §54-240j; name changes; written notices of cancellations pursuant to CGS §54-240k; and correspondence, review, evaluation, appeal, and grant / denial documentation (if any) related to requests for exemption from use of program address by agencies pursuant to CGS §54-540i.</p>	4 years from date cancelled	- 0 -	4 years from date cancelled	<p>See CGS §1-210(21) and CGS 54-240k(b) for related disclosure exemptions.</p> <p>Pursuant to CGS §54-240d, certification cards expire four years from the date of issuance of the certification card.</p>

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
02.	<p>Program Participant Files with Service of Process Records</p> <p>Consists of records that document Address Confidentiality Program participation for individuals for whom the Office of the Secretary of the State has acted as agent for service of process. Including but not limited to: applications and supporting documentation (if any) pursuant to CGS §54-240b; certifications; renewal applications and supporting documentation (e.g., participant's current certification card, certification renewal form, and new certification card form) pursuant to CGS §54-240j; name changes; copies of summons, writs, notices, demands or processes and a record of the date and hour of receipt pursuant to CGS §54-240l; and written notice of cancellations pursuant to CGS §54-240k; and correspondence, review, evaluation, appeal, and grant / denial documentation (if any) related to requests for exemption from use of program address by agencies pursuant to CGS §54-540i.</p>	10 years from date cancelled	- 0 -	10 years from date cancelled	<p>See CGS §1-210(21) and CGS 54-240k(b) for related disclosure exemptions.</p> <p>Pursuant to CGS §54-240d, certification cards expire four years from the date of issuance of the certification card.</p>
03.	<p>Application Assistant Files</p> <p>Consists of records regarding entities authorized by the Office of the Secretary of the State to assist Address Confidentiality Program applicants in completing forms pursuant to CGS §54-240b. Including but not limited to: list of entities that employ application assistants; entity application for designation as an application assistance agency; and related correspondence.</p>	4 years from date of inactive status	- 0 -	4 years from date of inactive status	
04.	<p>Application Assistant Education and Training Files</p> <p>Consists of records that document education and training provided to application assistants by Office of the Secretary of the State staff. Including but not limited to: informational materials; correspondence; and records related to applicant assistant training sessions.</p>	2 years	- 0 -	2 years	
05.	<p>Rejected Application Files</p> <p>Consists of records that document application to the Address Confidentiality Program for applicants that are rejected. Including but not limited to: correspondence; and related documents.</p>	4 years	- 0 -	4 years	Rejected applications are returned to the sender.
06.	<p>State Marshal Commission Files</p> <p>Consists of information provided to the State Marshal Commission pursuant to CGS 54-240(b). Including but not limited to: names of program participants; and related records.</p>	4 years	- 0 -	4 years	
07.	<p>Legislative History Files</p> <p>Consists of records that document the legislative adoption and amendment of the Address Confidentiality Program statutes. Including but not limited to: copies of bills; reports; testimony; and related documentation.</p>	20 years	- 0 -	20 years	