

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

11-5-1

- 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.

AGENCY: Office of the Secretary of the State (SOTS)	AGENCY ADDRESS: 30 Trinity Street, Hartford, CT 06106	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Commercial Recording Division (CRD) – Authentication/Apostille Function		If revised, superseded schedule number(s): #98-4-1 #24 ONLY

RMLO (type or print): Barbara Sladek	TITLE (type or print): Records & Legislative Services Assistant Manager	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 3/11/2011
APPROVED (RMLO): Barbara Sladek (signature on file)	DATE: 3/7/2011	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE: 3/11/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Authentication/Apostille Database System, Officials Appointment Tables Consists of name, capacity and term of officials who have signed public documents presented for authentication or apostille certificates.	Continuously updated	- 0 -	Continuously updated	Authentication and apostille certificates are issued as authorized by CGS §3-96, §3-99a, §51-88, §51-95b and the Hague Convention Abolishing the Requirements for Legalization of Foreign Public Documents.
2.	Appointment Correspondence Consists of correspondence documenting appointment and term information for officials when the office of the Secretary of the State has no prior existing record of appointment for them.	50 years	- 0 -	50 years	

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3.	<p>Apostille Register</p> <p>Consists of paper or computer-based records documenting the issuance and content of apostille certificates produced under international treaty. Includes name of public document signer, official capacity, date of certificate and certificate number.</p>	10 years	10 years	20 years	<p>Pursuant to Article 7 of the Hague Convention Abolishing the Requirements for Legalization of Foreign Documents (entered into force in the United States on October 15, 1981), the office must keep a register of apostilles issued. The U.S. State Department, which administers the convention for the United States, prescribes a 20 year retention period for its own apostille register (U.S. Dept. of State Records Schedule, Chapter 06).</p>