

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

11-5-4

- 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PROGRAM / UNIT: Commercial Recording Division (CRD) – Trademark Records		If revised, superseded schedule number(s): 96-9-4 #19 ONLY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: 4/12/2011
APPROVED (RMLO): Barbara Sladek (signature on file)	DATE: 4/8/2011	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE: 4/12/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Trademark Registrations Consists of registration records for trade, service, collective and certification marks. Including but not limited to, new and renewal applications; certificates of registration, assignment, and cancellation; mark owner name and address changes.	Until transferred to State Archives	- 0 -	Permanent/Archival	Records are maintained in accordance with CGS Title 35: Trade Regulations, Trademarks and Collective and Certification Marks. SOTS retains microfilm copy of registrations for access purposes; originals periodically transferred to State Archives for retention as historical records.

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SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
2.	<p>Trademarks Database</p> <p>Consists of Microsoft Access-based index to registration filings containing information transcribed from registration filings used to locate indexing information for original documents and to prepare acceptance and rejection correspondence for trademark filings. Including owner name and address, mark description and date of first use.</p>	Continuously updated	– 0 –	Continuously updated	
3	<p>Trademark Index</p> <p>Consists of 5 x 7 paper index sheets containing information regarding inactive trade, service and collective marks. Includes owner name and address; mark class; and date of first use.</p>	Until transferred to State Archives	– 0 –	Permanent/Archival	Series closed 12/1999.