

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)

COPY



STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

www.cslib.org/publicrecords

RETENTION SCHEDULE

11-5-3

- 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PROGRAM / UNIT: Commercial Recording Division (CRD) – Writs Function Records		If revised, superseded schedule number(s): 96-9-4 #14, #15, and #16 ONLY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.	Copies of Legal Process Consists of file copies of writs, summonses and complaints submitted to the Office of the Secretary of the State as either agent for service of process for defendant business entities/individuals or under other provisions of state law regarding service of process.	3 months	5 years, 9 months	6 years	
2.	Writs Certified and Registered Mail Books Consists of records that document the mailing of writs, summonses, and complaints to defendant business entities and individuals and receipt of mailing (return receipt card) or return as undeliverable. Used to prepare certifications evidencing service of process.	5 years	15 years	20 years	

COPY

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
3.	Writs Daily Listing of Process Served Consists of printed records of date and hour of receipt of writs, summonses, and complaints, names of parties, service of process statute, and filing fees received. Used to prepare certifications evidencing service of process.	5 years	15 years	20 years	
4.	Writs Correspondence Consists of Office of the Secretary of the State generated paper or electronic record copy of correspondence documenting acceptance, forwarding to defendant, or rejection and return to filer of writs, summons, and complaint documents.	6 years	– 0 –	6 years	
5.	Writs Database Index to Writs Filings – CONCORD Consists of Internet-based system documenting writs, summonses, and complaints received and related reports and correspondence.	Continuously updated	– 0 –	Continuously updated	CONCORD is the Connecticut Online Commercial Recording Database.
6.	Writs Database Index to Writs Filings Consists of superseded Microsoft Access-based index to writs, summonses, and complaints received and related reports and correspondence.	20 years	– 0 –	20 years	Records from this database were not converted to the new CONCORD Database Index in #5 above when the CONCORD database was implemented on July 16, 2010. Series closed effective July 16, 2010.