

**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](http://www.cslib.org/publicrecords)

RETENTION SCHEDULE

# **11-5-5**

- 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.

<b>AGENCY:</b> Office of the Secretary of the State (SOTS)	<b>AGENCY ADDRESS:</b> 30 Trinity Street, Hartford, CT 06106	<b>This schedule is:</b> <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> Legislation and Elections Administration Division (LEAD) – Notary Public Function		<b>If revised, superseded schedule number(s):</b> 98-4-1 #1 through #5 ONLY

<b>RMLO (type or print):</b> Barbara Sladek	<b>TITLE (type or print):</b> Records & Legislative Services Assistant Coordinator	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 4/20/2011
<b>APPROVED (RMLO):</b> Barbara Sladek (signature on file)	<b>DATE:</b> 4/12/2011	<b>APPROVED (Public Records Administrator):</b> LeAnn R. Power (signature on file)	<b>EFFECTIVE DATE:</b> 4/21/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>Notary Public Original Appointment Applications</b> Consists of completed and approved applications for initial (or late renewal) five year term as a notary public. Beginning in 1984, includes documentation regarding resignations, deaths and revocations of appointment.	20 years	55 years	75 years	Series closed 1994. See #4 for replacement series. Series from 1957-1984 transferred to Connecticut State Archives. Prior to 1957, notaries were appointed by the Governor.
2.	<b>Notary Public Renewal Applications</b> Consists of applications for renewal of five year term as notary public, documenting current address and signature of notary.	20 years	55 years	75 years	Series closed 1995. See #4 for replacement series.

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SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
3.	<b>Notary Public Resignations, Deaths, Name Changes, and Lost and Stolen Seal Records</b> Consists of correspondence and other documentation indicating that a notary public has resigned his/her appointment, has died, has changed name, or had his/her seal lost or stolen.	20 years	55 years	75 years	Series closed 1995. See #4 for replacement series.
4.	<b>Notary Public Appointment and Renewal Records</b> Consists of approved applications for initial appointment, renewal appointment applications, name change, resignation and death notices and related documentation regarding the appointment records and history of individual notaries public. Arrangement is generally chronologically.	20 years	55 years	75 years	Series opened 1996 with change to new notary database and certificate generating system. Consists of day-forward merger of items in series #1, #2, and #3.
5.	<b>Notary Public Complaint Files</b> Consists of correspondence and documentation regarding complaints or investigations into the official conduct of individual notaries public.	5 years from date case closed	5 years from date case closed	10 years from date case closed	
6.	<b>Notary Public Advisory Letters</b> Consists of correspondence to/from notaries public advising them regarding proper notarial procedure, not issued in connection with a formal complaint or investigation of a notary's official conduct.	3 years	- 0 -	3 years	
7.	<b>Notary Public Index Records</b> Consists of records that document the name and appointment history of a given notary public. Including but not limited to: IBM type punch cards and other paper records (e.g., computer record printouts).	100 years	- 0 -	100 years	
8.	<b>Notary Public Database</b> Consists of records documenting the appointment, renewal and name change history for individual notaries public, and some disciplinary information. System used to generate appointment and renewal certificates after approval.	Continuously updated	- 0 -	Continuously updated	