

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 11/2008)

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STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
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RETENTION SCHEDULE
09-5-1

AGENCY: Soldiers' Sailors' and Marines' Fund	AGENCY ADDRESS: 864 Wethersfield Avenue, Hartford, CT 06114	This schedule is: <input checked="" type="checkbox"/> original <input type="checkbox"/> revised If revised, superseded retention schedule number(s):
PROGRAM / UNIT: Agency-wide		

RMLO (type or print): Elizabeth Hahn	TITLE (type or print): Secretary II	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 04/16/09
APPROVED (RMLO): Elizabeth Hahn (signature on file)	DATE: 04/13/09	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	EFFECTIVE DATE OF SCHEDULE: 04/17/09

ITEM NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES
		Office (A)	Off-site (B)	Total (A + B)	
(S3-090)	Fund Reports Consists of reports accounting for moneys disbursed by the Soldiers' Sailors' and Marines' fund. Reports are submitted quarterly to the Governor and the General Assembly, and annually to the Office of Policy and Management.	3 years, or until audited, whichever is later	N/A	3 years, or until audited, whichever is later	CGS Sec. 4-77 and 27-140.
1.	Veterans Database Consists of data on veterans who have applied for financial assistance. Including, but not limited to: service number, social security number, name, address, marital status, number of dependents, town code, zip code, telephone number, and date data was entered. Files are arranged by client ID number.	Continuously updated	N/A	Continuously updated	
2.	Veterans Case Files – Approved Consists of records of veterans (or surviving qualifying spouse/minor children) who have received financial assistance from the Soldiers' Sailors' and Marines' Fund. Including, but not limited to: applications for assistance, correspondence, documentation submitted by veteran (certificate of honorable termination of military service, marriage certificate, birth certificate, death certificate, release of information, and documentation of liquid assets), letters of approval, and ledgers (summary of payment per veteran). Files are arranged alphabetically by town, then by last name of veteran.	5 years from date case closed	N/A	5 years from date case closed	

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		Office (A)	Off-site (B)	Total (A + B)	
3.	<p>Veterans Case Files – Denied</p> <p>Consists of records of veterans (or surviving qualifying spouse/minor children) that have applied for, but not been granted, aid (due to non-qualifying war time service, less than 90 days active duty during wartime, dishonorable discharge, no case of 'need,' or not providing appropriate documentation). Including, but not limited to: applications for assistance, correspondence, documentation submitted by veteran (certificate of honorable termination of military service, marriage certificate, birth certificate, death certificate, release of information, and documentation of liquid assets), letters of denial, and signed certified mail receipts. Files are arranged alphabetically by last name of veteran.</p>	2 years from date of denial	N/A	2 years from date of denial	
4.	<p>Veterans Hearing Files</p> <p>Consists of hearings on denial of aid. Including, but not limited to: requests for hearings, receipts of request for hearings, hearing notices, transcripts, findings and recommendations, and final decisions.</p>	1 year from date of hearing	N/A	1 year from date of hearing	CGS Sec. 27-138b.