

**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**  
**# 11-2-1**

- 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.

<b>AGENCY:</b> Office of State Treasurer	<b>AGENCY ADDRESS:</b> 55 Elm Street, Hartford, CT 06106	<b>This schedule is:</b> <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
<b>PROGRAM / UNIT:</b> Executive Office of the Treasurer		<b>If revised, superseded schedule number(s):</b> 09-2-1

<b>RMLO (type or print):</b> Kimberly A. Alfultis	<b>TITLE (type or print):</b> FAM 1	<b>APPROVED (State Archivist):</b> Mark H. Jones (signature on file)	<b>DATE:</b> 2/4/2011
<b>APPROVED (RMLO):</b> Kimberly A. Alfultis (signature on file)	<b>DATE:</b> 1/31/2011	<b>APPROVED (Public Records Administrator):</b> LeAnn R. Power (signature on file)	<b>EFFECTIVE DATE:</b> 2/4/2011

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<b>Litigation Case Files</b> This series documents legal proceedings. Including but not limited to: depositions, motions, correspondence, pleadings, media/press releases, administration of proceeds, billings, settlements, judgments, and verdicts.	1 year from date case closed	2 years from date case closed	3 years from date case closed	
2.	<b>Land Records</b> This series documents State owned land and State property rights. Including but not limited to: contracts, title certificates, survey maps, and original deeds.	Permanent	- 0 -	Permanent / Archival	

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