

**Schedule S1 - Administrative Records, p. 1**

Public Records Administration	• Connecticut State Library •	231 Capitol Ave., Hartford, CT 06106
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**State Agencies' Retention/Disposition Schedule S1:  
ADMINISTRATIVE RECORDS**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>S1-010</b>	<b>Accident Records</b>	10 years from date of accident	destroy <sup>1</sup>
<b>S1-020</b>	<b>Alarm System Activity Reports</b>	current plus 1 year	destroy <sup>1</sup>
<b>S1-030</b>	<b>Annual reports—record copy</b>	Permanent/Archival	permanent/archival <sup>2</sup>
	<b>Calendars</b>		
<b>S1-040</b>	a. Desk calendars	1 year	destroy <sup>1</sup>
<b>S1-045</b>	b. Official appointment in electronic or paper format	2 years	destroy <sup>1</sup>
<b>S1-055</b>	<b>Communications/Public Relations</b> (includes speeches, press releases, remarks)	4 years	destroy <sup>3</sup>
	<b>Correspondence (Electronic or paper format)</b>		
<b>S1-065</b>	a. Routine <sup>4</sup>	2 years	destroy <sup>1</sup>
<b>S1-070</b>	b. Policy (including legal opinions)	Permanent/Archival	permanent/archival <sup>2</sup>
	<b>Disaster Recovery Records</b>		
<b>S1-080</b>	a. Disaster Plan <sup>5</sup>	Until superseded	destroy <sup>1</sup>
<b>S1-085</b>	b. Records that would document any disaster recovery activity.	Permanent	maintain in agency
	<b>Disposal requests</b>		
<b>S1-095</b>	a. RC-108 (Disposal authorizations)	Permanent	maintain in agency

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**S1-100**

b. RC-100D (Records destruction list)

Permanent

maintain in agency

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<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Electronic mail messages<sup>6</sup></b>		
<b>S1-110</b>	a. Transitory messages - i.e. non-record material (junk mail, publications, notices, reviews, announcements, employee activities, routine business activities, casual and routine communications similar to telephone conversations)	no requirement	delete at will <sup>7</sup>
<b>S1-115</b>	b. Less than permanent	Erase after retention period required for equivalent hard copy <sup>8</sup>	destroy <sup>6</sup>
<b>S1-120</b>	c. Permanent or permanent/archival (i.e. documenting state policy or policy process, protection of vital public information)	Delete when transferred to paper or microfilm <sup>9</sup>	maintain in municipality
<b>S1-130</b>	<b>Hearing Transcripts (under Uniform Administrative Procedures Act)<sup>10</sup></b>	Permanent/Archival	permanent/archival <sup>2</sup>
	<b>Logs</b>		
<b>S1-140</b>	a. Correspondence	2 years	destroy <sup>1</sup>
<b>S1-145</b>	b. Telephone	3 years	destroy <sup>1</sup>
<b>S1-150</b>	c. Personal data removal logs--may be log books, notebooks, or loose sheets	1 year	destroy <sup>1</sup>
	<b>Minutes of meetings</b>		
<b>S1-160</b>	a. Agency staff meetings	5 years at agency level	destroy <sup>1</sup>
<b>S1-165</b>	b. Board/Commission Meetings	Permanent/Archival	permanent/archival <sup>2</sup>
<b>S1-167</b>	c. Agendas	1 year	destroy <sup>1</sup>
<b>S1-168</b>	d. Schedule of	1 year	destroy <sup>1</sup>
<b>S1-170</b>	<b>OSHA Reports</b> —copies of CONN-OSHA reports and citations	2 years after violation has been abated <sup>11</sup>	destroy <sup>1</sup>

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<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Policy and procedures</b>		
<b>S1-175</b>	a. Office record copy	Permanent/Archival	permanent/archival <sup>2</sup>
<b>S1-180</b>	b. Duplicate copies	Until superseded	destroy <sup>1</sup>
<b>S1-190</b>	<b>Publications, State agency</b>	No requirement at state agency level	forward to the State Library's state documents librarian <sup>12</sup>
	<b>Regulation-making records</b> —includes hearing transcripts, minutes of formal hearings, correspondence, and/or subject files relating to both the formulation and approval process in writing the regulation <sup>13</sup>		
<b>S1-200</b>	a. Permanent regulations	Permanent/Archival	permanent/archival <sup>2</sup>
<b>S1-205</b>	b. Time-limited or repealed regulations—those that by their own terms or by statute are limited in duration	2 years after regulation expires <sup>14</sup>	destroy <sup>1</sup>
<b>S1-210</b>	c. Regulations not passed	2 years	destroy <sup>1</sup>
<b>S1-220</b>	<b>Requests for removal of personal data (RC-077)<sup>15</sup></b>	1 year after approval	destroy <sup>1</sup>
<b>S1-230</b>	<b>Retention schedules (RC-50)</b>	Permanent	maintain in municipality
	<b>Tapes (audio or video)</b>		
<b>S1-240</b>	a. meetings	6 months after approval	destroy <sup>1</sup>
<b>S1-245</b>	b. security surveillance	2 weeks	destroy <sup>1</sup>
<b>S1-255</b>	<b>Telephone Message books</b>	1 year	destroy <sup>1</sup>
<b>S1-265</b>	<b>Voice Mail</b>	no requirement	delete at will <sup>16</sup>

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<sup>1</sup>Agency may destroy records only after receiving approval in the form of a signed “Records Disposal Authorization” (RC-108, rev. 1/1999).

<sup>2</sup>Contact State Archivist to arrange transfer.

<sup>3</sup>Commissioner’s communication’s files usually have an enduring historical value. Deputy Commissioner’s files also may warrant retention in the State Archives. Contact the State Archivist prior to filling out a disposal form.

<sup>4</sup>This means truly routine correspondence. Not included are letters, memos, or forms concerned with financial matters—such as to vendors (1) requesting proposals or bids, (2) regarding disputed payments, services, etc. The latter should be retained "3 years or until audited, whichever comes later." If any dispute over services or payments occurs, agencies should start the 3-year count at the date of final settlement. This would help ensure that vital records are accessible for a realistic period for review by auditors and other parties.

<sup>5</sup>A disaster plan for electronic records should include the maintenance of a back-up master tape in an approved off-site storage facility.

<sup>6</sup>See GL #98-1 Electronic and Voice Mail: A Management and Retention Guide for State and Municipal Government Agencies.

<sup>7</sup>May be deleted immediately without obtaining the approval of the Office of the Public Records Administrator.

<sup>8</sup>Retain for equivalent hard copy records as specified in an approved retention schedule. Must be able to interpret and retrieve the data for minimum legal retention requirement.

<sup>9</sup>Microfilm must meet the standards issued in General Letter 96-2: Required Minimum Microfilming Standards for Public records; Disposition of Original Records: Police Statement.

<sup>10</sup>In some instances, this may be a shorter retention period which is indicated on an agency specific retention schedule.

<sup>11</sup>The citation must remain posted until the violation has been abated, or for 3 working days (excluding holidays and weekends), whichever is later.

<sup>12</sup>A minimum of two copies for the permanent library collection plus fifteen copies to be forwarded to the State Documents Depository Libraries (see *CGS Sec. 11-9b*). Publications are retained a minimum of 5 years in depository libraries.

<sup>13</sup>See *CGS section 4-168b, (a)* and *(b)*.

<sup>14</sup>Holding these records for two years allows for their possible use in litigation.

<sup>15</sup>When requesting permission to destroy the form RC-077, please do not use personal identifiers, i.e., names of individuals.

<sup>16</sup>Special circumstances may apply requiring some limited retention such as potential evidence in legal proceedings (bomb threats, reports of illegal activities); customer complaints about agency policy or service; oral authority by a supervisor to take certain action, with no written back-up, which may be important to retain. In most cases, certified transcription to a readable format would allow deletion of the voice message.