



State of Connecticut Records Retention Schedule Database Quick-Start Guide

Access the database at <https://recordsretention.ct.gov>. Bookmark this site for easy access.

Browsing Schedules

Browse schedules to find and view record series in the context of whole schedules. Click "List Schedules" in the bottom left to view a list of all available state agency or municipal records retention schedules.

**CT State Library**
Preserving the Past. Informing the Future

Welcome,
Guest (Guest)

Help

State of Connecticut Records Retention Schedules

This database can be used to search for and view active records retention schedules published by the Office of the Public Records Administrator. All Connecticut public agencies in the State and Municipal Records Management Programs must use these records retention schedules.

To view a list of all available state agency and municipal records retention schedules, click "List Schedules." From there, you can view entire schedules as well as individual records series.

To search the entire state and municipal retention schedule database using keyword searches, click "Search Schedules."

From both "List Schedules" and "Search Schedules," you can print a report of your results by clicking the printer icon at the top right of the page.

For more information about the State Records Management Program:
<https://portal.ct.gov/csl/departments/public-records/state-program>

For more information about the Municipal Records Management Program:
<https://portal.ct.gov/csl/departments/public-records/municipal-program>

If you have records that you cannot locate on any records retention schedules, you are not sure if your agency is included in the program, you are looking for superseded or obsolete records retention schedules, and/or you need help using the schedule database, please contact the Office of the Public Records Administrator at CSL.publicrecords@ct.gov.


List Schedules


Search Schedules

Use the carrot/drop-down arrows to expand and collapse the nested schedules. You can also use the “expand all” or “collapse all” buttons to view or hide all schedules.

Schedules

Company / Function
[Expand All](#) [Collapse All](#)

>

State Agency Records Retention Schedules

Select a Company and/or Function to view schedules

Schedules

Company / Function
[Expand All](#) [Collapse All](#)

>

State Agency Records Retention Schedules

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Administrative Services, Department of (DAS)

>

Agency General Schedules

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Aging and Disability Services, Department of (ADS)

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Agricultural Experiment Station, Department of (AES)

Select a Company and/or Function to view schedules

When you select a schedule to view, the right side of the screen will populate with individual record series. In the below example, the right side is populated with record series that make up the ADMIN - Administrative Records schedule, which is part of the State Agency General Schedules.

Schedules

Company / Function
[Expand All](#) [Collapse All](#)

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State Agency Records Retention Schedules

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Administrative Services, Department of (DAS)

>

Agency General Schedules

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ADMIN – Administrative Records

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EDU – Higher Education Records

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FISCAL – Fiscal Records

ADMIN – Administrative... Schedules

75 root Schedules found
[Expand All](#) [Collapse All](#)

ADMIN-002 - Email and other Electronic Messages
ADMIN-003 - Social Media Records
ADMIN-004 - Website Content Records
ADMIN-005 - Accident Records
ADMIN-006 - Accreditation Records
ADMIN-007 - Alarm System Activity Reports
ADMIN-008 - Award and Recognition Records

1 2 > >>

Items displayed: 1 to 50 (50 items per page)

Generating Reports

Click on the printer icon in the upper right to generate a PDF report of all schedules or just those selected. The report will contain all series on the selected schedule(s) so you can print or view offline.

Please note that this database is active and series update frequently. **Always check the database for the most complete and up-to-date retention information.**

ADMIN – Administrati... Schedules




75 root Schedules found
Items displayed: 1 to 50 (50 items per

[Expand All](#)
[Collapse All](#)

ADMIN-001 - Correspondence - Related to Specific Agency Functions or Programs
ADMIN-002 - Email and other Electronic Messages

[Click to select report format to generate](#)

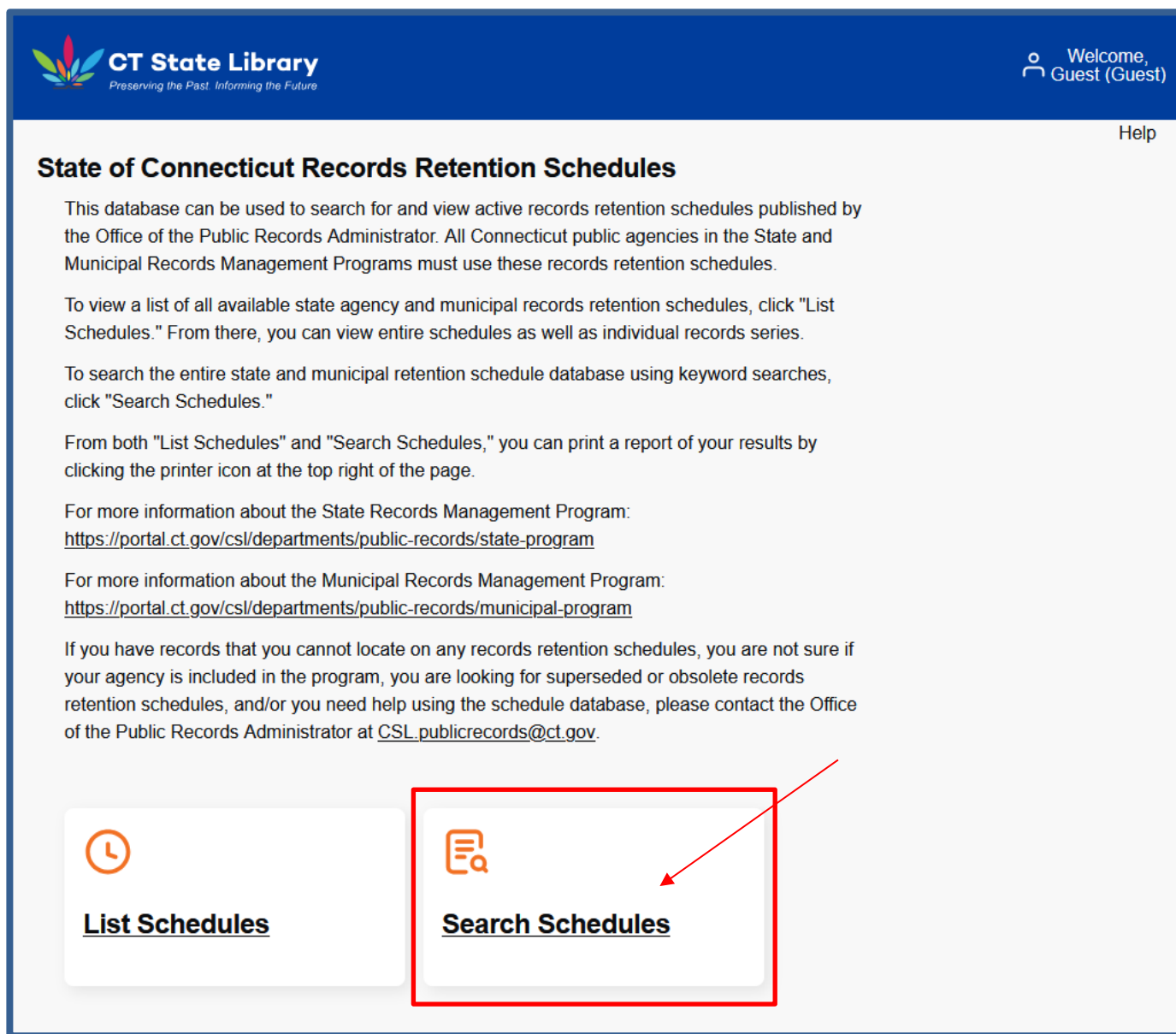
Record Series Details

Click on a record series title to view more information on an individual series. The detailed view of each record series shows the following information: record series code, record series title, series description, minimum retention requirement, disposition instructions, notes, historical value designation, essential record status, effective date, and any relevant legacy record series. All information necessary to fill out disposition forms can be found in this detailed view.

Schedule Title:	ADMIN-039 - Meeting Records - Administrative Heads, Boards, Commissions and Task Forces
Company	State Agency Records Retention Schedules
Function	ADMIN – Administrative Records
Schedule Description	This series documents the summarized record of the proceedings of executive staff meetings, boards, commissions, and task forces. Including but not limited to: minutes and by-laws.
Unit/Function	None
Record Series Code	ADMIN-039
Record Series Title	Meeting Records Administrative Heads, Boards, Commissions and Task Forces
Minimum Retention	Permanent
Disposition	Retain in agency or transfer to State Archives
Notes	See ADMIN-063 Reports – Administrative Heads, Boards, Commissions, and Task Forces
Historical Value	N/A
Essential Record	Yes
Effective Date	5/1/2014
Legacy Record Series	S1-350
Sub-function	ADMIN – Administrative Records

Searching Schedules

Search schedules to find record series by keyword, specific record series codes, or other more specific criteria. Click “Search Schedules” in the bottom right to view the search fields.



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 **List Schedules**

 **Search Schedules**

Keyword search using either the Primary Fields on the left tab, or the User Defined Fields on the right tab. The Primary Fields of “Schedule Title” and “Keywords for Description” are the most useful for general and exploratory keyword searches.

Under the “Company” dropdown, specify whether you want to search the State Agency Records Retention Schedules or the Municipal Records Retention Schedules.

Schedule Search



Enter one or more criteria to find the desired schedules. Enter any part of a word or phrase to search in text fields or make a selection from the available drop down lists.

Results per page: 10 ▾

Primary

User Defined Fields

All fields

☐

Schedule Title ⓘ

☐

Company

☐

Function

Select a Company to utilize this filter

Keywords for Description

☐

Search

Clear

Schedule Search

Enter one or more criteria to find the desired schedules. Enter any part of a word or phrase to search in text fields or make a selection from the available drop down lists.

Primary

User Defined Fields

Unit/Function

☐

Record Series Code

☐

Record Series Title

☐

Minimum Retention

☐

Disposition

☐

Notes

☐

Historical Value

☐

Essential Record

☐

Effective Date

☐

Legacy Record Series

☐

Sub-function

☐

Schedule Hierarchy

☐

Citations

☐

Search

Clear

Example Search

Below is a search of “All fields” using the keyword “training”. This returned 84 results across the State Agency Records Retention Schedule that mention training in the records series title, description, etc. You can click on the returned results individually for a detailed record series view or you can export the results to a PDF report by clicking the printer icon in the upper right.

Schedule Search

Enter one or more criteria to find the desired schedules. Enter any part of a word or phrase to search in text fields or make a selection from the available drop down lists.

Primary

User Defined Fields

All fields



training

Schedule Title ⓘ



Company



All

Function

Select a Company to utilize this filter

Keywords for Description



Schedule Search



84 Results Found



Items displayed: 1 to 10 (10 items per page)

Schedule Title	Company	Function	Schedule Description
ADMIN-055 - Presentation Records	State Agency Records Retention Schedules	ADMIN – Administrative Records	This series documents presentations given by agency staff as part of training sessions, conferences, or workshop activities. Including but not limited to: handouts and presentations.
ADMIN-074 - Volunteer Records	State Agency Records Retention Schedules	ADMIN – Administrative Records	This series documents the administration of agencies' volunteer, intern, and community service programs. Including but not limited to: recruitment and selection records; volunteer agreements; background
ADS-01-003 - Driver Training Case Files	State Agency Records Retention Schedules	ADS-01: Bureau of Rehabilitation Services	This series documents operator training to qualified permanent Connecticut residents who require vehicles with special equipment and eligible candidates with limited licenses without special equipment
CID-06-002 - Educational Training Programs (prelicensing)	State Agency Records Retention Schedules	CID-06: Licensing Division	Educational Training Programs (prelicensing) including Providers Training Manual produced by an outside vendor for insurance agents
CID-08-002 - Examination Work Papers	State Agency Records Retention Schedules	CID-08: Market Conduct Division	Consists of planning documents and market conduct audit programs, including internal control questionnaires; information about insurance underwriting and rating of insurance policies, claim settlement