

**State of Connecticut Records Retention Schedule M11**  
**Library, Museum, Special Collection, and Archival Records (Issued: 06/2013), Page 4 of 9**

Series #	Records Series Title	Description	Retention	Disposition	Notes
M11-030	Library Board/Trustee Governance Records	This series documents the structure and responsibilities of the board, and state the manner in which the library will meet its regulatory requirements and achieve best practice standards. This series may contain, but is not limited to by-laws, charters or other authorizing documentation.	Permanent	Maintain in agency	<b>ESSENTIAL RECORD</b> For retention of board minutes, agendas and policies see M1
M11-040	Library Services and Construction Act Title Grant Files	[Obsolete] This series documents grant funding from federal Library Services and Construction Act (LSCA). This series may contain, but is not limited to financial records; supporting documentation; statistical records; and all other records pertinent to the grant.	20 years after receipt of final payment from state	Destroy after receipt of signed Form RC-075	The federal construction program ended in 1996. Federal regulations maintain that a "Federal Interest" is attributable to all state projects funded in part by Title II for a period of twenty years after the completion of those projects. [20 USC 355b(c)]
M11-050	Library Services and Technology Act Grant Files	This series documents grant funding from the Institute of Museum and Library Services' (IMLS) Library Services and Technology Act (LSTA). This series may contain, but is not limited to financial records; supporting documentation; statistical records; and all other records pertinent to the grant.	3 years from the date of submission of the final Financial Status Report of each five year grant cycle [2 CFR §215.53 and 45 CFR §1183.42]	Destroy after receipt of signed Form RC-075	Since the entire 5 year package of documents is pertinent to the State Program, records for all documents associated with that 5 year period must be kept until 3 years after the last report is submitted.
(M1-055)	Patron Complaint Files	This series documents patron complaints. This series may contain, but is not limited to complaint, preliminary investigations, findings, background material and responses.	2 years after resolution	Destroy after receipt of signed Form RC-075.	Formal complaints concerning censorship issues (including filtering) are normally reviewed and decided by the Board of Trustees. These types of complaints should be reviewed for historical value.

