

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
www.cslib.org/publicrecords

RETENTION SCHEDULE
 # **09-1-1**

AGENCY: Department of Environmental Protection	AGENCY ADDRESS: 79 Elm Street, Hartford, CT 06106	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised If revised, superseded retention schedule number(s): <u>93-1-10</u>
PROGRAM / UNIT: Parks Division		

RMLO (type or print): Veronica Ferriss	TITLE (type or print): VMD-3	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 1/29/09
APPROVED (RMLO): Veronica Ferriss (signature on file)	DATE: 1/28/2009	APPROVED (Public Records Administrator): Eunice G. DiBella (signature on file)	EFFECTIVE DATE OF SCHEDULE: 2/2/09

Item Number	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site ² (B)	Total (A + B)	
1.	Park History Files includes, but is not limited to, photographs, maps, documents, articles, notes, correspondence, and attendance figures regarding and/or affecting DEP properties. Arranged by park name.	Permanent	N/A	Permanent / Archival	
2.	Survey Maps includes, but is not limited to, original mylar maps created by the Parks Division or duplicates of maps held by Land Acquisitions of property interests owned by DEP or that affect DEP properties. The earliest maps date back to 1914. Arranged by property name.	Permanent	N/A	Permanent	May have historical value; contact State Archivist for appraisal
3.	Park Capitol Project Files includes, but is not limited to, permits, surveys, legal documents, correspondence, drawings, and photographs relating to major (over \$1,000,000) and minor (under \$1,000,000) capital projects conducted on or affecting DEP properties Arranged by major or minor projects and then by park name.	Permanent	N/A	Permanent	May have historical value; contact State Archivist for appraisal
4.	Special Use License Files includes information on persons and/or groups using DEP properties for special functions Arranged by group name and date.	Three years from date of event	N/A	Three years from date of event	

¹ A Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

² The State Records Center or an approved off-site facility. Records with a permanent retention period cannot be stored at the State Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

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		Office (A)	Off-site ² (B)	Total (A + B)	
5.	Concession Contract Files includes information on persons and/or groups authorized to sell food and beverages at DEP properties Arranged by contractor's name and date.	Term of contract, or until audited, whichever comes later	N/A	Term of contract, or until audited, whichever comes later	