

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)



STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

RETENTION SCHEDULE
 # 11-4-2

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.
2. **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.
3. **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.

AGENCY: Department of Energy and Environmental Protection	AGENCY ADDRESS: 79 Elm Street, Hartford, CT	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Wildlife Division		If revised, superseded schedule number(s): 97-10-1

RMLO (type or print): Veronica Ferriss	TITLE (type or print): VMD III	APPROVED (State Archivist): <i>Mark H. Jones</i>	DATE: 8/24/11
APPROVED (RMLO): <i>Veronica Ferriss</i>	DATE: 8/17/2011	APPROVED (Public Records Administrator): <i>John R. Power</i>	EFFECTIVE DATE: 8/24/11

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	<p>Permit Database Records</p> <p>Permit holder information maintained for the following permits issued by the division: Crossbow; ATV; State Land Trapping; Shooting Field Trials; Non-shooting Field Trials; Scientific Collector; Nuisance Wildlife Control Operator (NWCO); Wildlife Custodian; Airport Depredation, Dog Training; Import; Possession; Mounting; Game Breeder; Private Shooting Preserve; Falconry; Pigeon Trapping. Information retained consists of but not limited to applicant name, address, and date permits issued. Filed first by permit type, second by applicant name.</p>	5 years from date of expiration of the permit	- 0 -	5 years from date of expiration of the permit	<p>Federal Permits are retained pursuant to 50 CFR §13.46. Permit holder database is maintained in FileMaker Pro; Wildlife Custodian and Airport Depredation Permits are maintained in a Microsoft Access database; NWCO training files are maintained in an Excel spreadsheet; Natural Diversity Data Base (NDDDB) is maintained in an Oracle Database.</p>

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
2.	Wild Animal (Dead) Possession – Parts and Transportation Permits – Native American Consisting of copies of Federally-issued permits for possession and transportation of certain animal parts off tribal lands by Native Americans. Filed alphabetically by applicant name.	Until death of permit holder [50 CFR § 22.22(d)(2)], or 70 years from date issued, whichever is earlier	- 0 -	Until death of permit holder [50 CFR § 22.22(d)(2)], or 70 years from date issued, whichever is earlier	Native American permits are valid for the life of the individual.
3.	Wild Animal (Live) Possession or Importation Permits / Licenses – Approved or Revoked Consisting of applications, records of decision, inspection reports, and related correspondence for Possession / Importation Permits CGS §26-55; Federal Import/Export 50 CFR §21.21; Game Breeder Licenses CGS §26-40; Federal Waterfowl Sale & Disposal 50 CFR §21.25; Federal Taxidermy 50 CFR §21.24; Federal Special Purpose Possession for Education (live) 50 CFR §21.27; Convention of International Trade in Endangered Species (CITES) Import/Export Permits 50 CFR §23; Wildlife Custodian CGS §26-54; Federal Rehabilitation 50 CFR §21.31; Falconry CGS §26-67e; Federal Falconry 50 CFR §21.28. Filed alphabetically by permit type then by applicant name.	5 years from date of expiration of the permit [50 CFR § 13.46]	- 0 -	5 years from date of expiration of permit [50 CFR § 13.46]	Permits vary in length of issuance: Game Breeders, 1 year; Wildlife Custodians, 5 years; Falconry, 3 years; Federal, 3-5 years; Import / Possession, may not have an expiration date; CITES, 6 months – 3 years from date of issuance [50 CFR §23.54(b)].
4.	Wild Animal (Live) Possession or Importation Permits / Licenses – Incomplete or Denied Consisting of, but not limited to, applications, records of decision, and related correspondence for Possession / Importation Permits CGS §26-55; Potentially Dangerous Animals CGS §26-40a; Game Breeder Licenses CGS §26-40; Wildlife Custodian CGS §26-54; Falconry CGS §26-67e. Filed by permit type then applicant name.	5 years from record of decision, or date of last correspondence, whichever is first	- 0 -	5 years from record of decision, or date of last correspondence, whichever is first	
5.	Wild Animal (Live) Possession or Importation Permits / Licenses – Exempt Consisting of applications, records of decision, and related correspondence for Possession / Importation Permits CGS §26-55; Potentially Dangerous Animals CGS §26-40a; Federal Special Purpose Possession for Education (live) 50 CFR §21.27. Filed alphabetically by permit type then by applicant name.	5 years from date facility closed	- 0 -	5 years from date facility closed	Decisions valid for lifetime of individual or existence of facility; CGS § 53-247(a); CGS § 53-247(b).
6.	Wild Animal Removal Permits – Approved or Revoked Consisting of, but not limited to, applications (new), applications (renewal), record of class attendance, annual reports, examinations, special permits, records of complaints, and related correspondence. Airport Depredation CGS §26-7; NWCO CGS §26-47; Federal Depredation Permits 50 CFR §21.41; Federal Special Purpose – Abatement activities using raptors 50 CFR §21.27. Filed alphabetically by category then by applicant name or location.	5 years from date of expiration of permit [50 CFR § 13.46]	- 0 -	5 years from date of expiration of permit [50 CFR § 13.46]	Airport permits are valid for 1 to 2 years; NWCO permits are valid for 2 years; Federal permits are valid for 1 to 5 years, depending on project.

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		Office (A)	Off-site (B)	Total (A + B)	
7.	Wild Animal Removal Permits – Denied Consisting of, but not limited to, applications, and related correspondence. NWCO CGS §26-47; Federal Depredation Permits 50 CFR §21.41. Filed alphabetically by category then by applicant name.	1 year from date of last correspondence	- 0 -	1 year from date of last correspondence	
8.	Wild Animal (Dead) Possession or Importation Permits / Licenses – Approved or Revoked Consisting of applications, records of decision, inspection reports and related correspondence for Mounting Permits CGS §26-59; Federal Taxidermy 50 CFR §21.24; Federal Special Purpose Possession for Education (dead) 50 CFR §21.27; Federal Eagle Parts for Native American Religious Purposes 50 CFR §22.22; Federal Special purpose Salvage 50 CFR §21.27; Convention of International Trade in Endangered Species (CITES) Import/Export Permits - 50 CFR §23. Filed alphabetically by permit type then by applicant name.	5 years from date of expiration of permit [50 CFR § 13.46]	- 0 -	5 years from date of expiration of permit [50 CFR § 13.46]	Federal Taxidermy, Salvage and Education permits are valid 3 to 5 years; CITES permits valid 6 months – 3 years from date of issuance [50 CFR §23.54(b)]; Mounting permits do not expire.
9.	Wild Animal (Dead) Possession or Importation Permits / Licenses – Denied Consisting of, but not limited to, applications, records of decision, and related correspondence. Mounting Permits CGS §26-59. Filed alphabetically by applicant name.	1 year from date of decision	- 0 -	1 year from date of decision	
10.	Hunting Event Permits – Approved Consisting of, but not limited to, applications, records of decision, reports, and related correspondence for Shooting Field Trials CGS §26-52; Non-shooting Field Trials CGS §26-51; Importation of Game Birds CGS §26-55. Filed by permit type then by year then by applicant name.	3 years from date of expiration, or until audited, whichever is later	- 0 -	3 years from date of expiration, or until audited, whichever is later	Field Trial Permits are valid for one hunting event. Importation permits are valid for one time transport of birds.
11.	Hunting Event Permits – Denied Consisting of, but not limited to, applications, records of decision, and related correspondence. Shooting Field Trials CGS §26-52; Non-shooting Field Trials CGS §26-51; Importation of Game Birds CGS §26-55. Filed by permit type then by applicant name.	1 year from date denied	- 0 -	1 year from date denied	
12.	Trapping Permits – Approved Consisting of, but not limited to, applications, records of decision, reports, and related correspondence for State Land Trapping Conn. Agencies Regs. §26-66-6; Pigeon Trapping CGS §26-92, §26-95. Filed alphabetically by permit type then by year then by applicant name.	3 years from date of expiration, or until audited, whichever is later	- 0 -	3 years from date of expiration, or until audited, whichever is later	Permits are valid for 1 year or less.

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13.	Trapping Permits – Denied Consisting of, but not limited to, applications, records of decision, and related correspondence for State Land Trapping Conn. Agencies Regs. §26-66-6; Pigeon Trapping CGS §26-92, §26-95. Filed by permit type then by applicant name.	1 year from date denied	– 0 –	1 year from date denied	
14.	Hunting Area Permits – Approved Consisting of, but not limited to, applications, records of decision, reports and related correspondence for Dog Training Areas CGS §26-49; Shooting Preserves CGS §26-48. Filed alphabetically by permit type then by applicant name.	5 years from date of expiration of permit	– 0 –	5 years from date of expiration of permit	Permits are valid for 1 year or less.
15.	Hunting Area Permits – Denied Consisting of, but not limited to, applications, records of decision, reports and related correspondence for Dog Training Areas CGS §26-49; Shooting Preserves CGS §26-4. Filed alphabetically by permit type then by applicant name.	1 year from date denied	– 0 –	1 year from date denied	
16.	Special Permits for Disabled Hunters – Approved Consisting of, but not limited to, applications, records of decision, and related correspondence for Crossbow Conn. Agencies Regs. 26-66-1(b); ATV CGS §26-74(b), CGS§ 23-11. Filed alphabetically by permit type then by applicant name.	Until death of permit holder, or 70 years from date of issuance, whichever is earlier	– 0 –	Until death of permit holder, or 70 years from date of issuance, whichever is earlier	Permits are valid for lifetime of individual.
17.	Special Permits for Disabled Hunters – Denied Consisting of, but not limited to, applications, records of decision and related correspondence for Crossbow Conn. Agencies Regs. 26-66-1(b); ATV CGS§26-74(b), CGS§ 23-11. Filed alphabetically by permit type then by applicant name.	5 years from date of decision	– 0 –	5 years from date of decision	
18.	Scientific Collecting Permits – Approved or Revoked Consisting of, but not limited to, applications, records of decision, reports, and related correspondence for Scientific Collecting CGS §26-60; Federal Scientific Collecting 50 CFR §21.23. Filed alphabetically by applicant name.	5 years from date of expiration of permit [50 CFR §13.46]	– 0 –	5 years from date of expiration of permit [50 CFR §13.46]	Permits are valid for 1 to 3 years, depending on project.
19.	Scientific Collecting Permits – Incomplete or Denied Consisting of, but not limited to, applications, records of decision, and related correspondence for Scientific Collecting CGS §26-60. Filed alphabetically by applicant name.	1 year from date denied, or upon the return of payment, whichever is earlier	– 0 –	1 year from date denied, or upon the return of payment, whichever is earlier	

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20.	Infrastructure Blueprints and Schematics For facilities under the Division's control. Filed alphabetically by facility name then by project title.	Permanent	- 0 -	Permanent / Archival	
21.	Remedial Hunter Education Registration Card Consisting of, but not limited to, hunter's name and contact information, course date and instructor. Filed by year then alphabetically by name.	70 years from date issued	- 0 -	70 years from date issued	Lifetime record of course completion.
22.	Natural Diversity Data Base (NDDB) Records – Temporal and Spatial Distribution of Endangered, Threatened, Special Concern, and Extirpated Flora and Fauna Consisting of, but not limited to, field forms, reports, maps, and illustrations. Filed taxonomically to family then alphabetically by species.	10 years from date species delisted.	- 0 -	10 years from date species delisted.	State Endangered Species list changes every 5 years.
23.	Natural Diversity Data Base (NDDB) Records - Environmental Review Requests and Incidental Take Rulings Consisting of, but not limited to, copies of applications, review completion reports, records of decision, copies of legal documents, and related correspondence. Filed by record type then chronologically by date of application.	5 years from date of receipt	- 0 -	5 years from date of receipt	
24.	Natural Diversity Data Base (NDDB) Records – Town Maps Electronic PDF maps prepared twice a year for each town. Consisting of numerous PDF files of State and Federal Listed Species, and Significant Natural Communities. Filed chronologically by date of production then by town code.	5 years from date of production	- 0 -	5 years from date of production	
25.	Natural Diversity Data Base (NDDB) Records – Biotics Database of State and Federal Listed Species and Natural Communities. Consisting of temporal and spatial distribution data of State and Federal endangered, threatened and special concern species. Filed taxonomically.	10 years from date species delisted.	- 0 -	10 years from date species delisted.	
26.	State Land Documents Consisting of, but not limited to, Hunting Review Team assessments, records of decision, area maps, management plans, copies of Agricultural Agreements, copies of purchase history, and related correspondence. Filed alphabetically by State land name.	25 years from date of receipt or creation	- 0 -	Permanent / Archival	
27.	Private Land Agreements and Leases Consisting of, but not limited to, maps, correspondence, Hunting Review Team assessments, management plans, copies of Agricultural Agreements, reports, and copies of legal documents. Filed alphabetically by area name.	15 years from date of receipt or creation	- 0 -	Permanent / Archival	

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28.	"Permit-Required" Hunting Area Documents Agency copy of area name, name of person granted access and date approved to hunt. Filed alphabetically by property name.	2 years from date of issuance	- 0 -	2 years from date of issuance	
29.	Pheasant Stocking Program Files Consisting of, but not limited to, receipts, reports, purchasing documents, state bid documents, routes, lists of pheasant exempt clubs, summaries of annual stocking activities, maps of stocking areas, and related correspondence. Filed by year.	5 years from date of creation or until audited, whichever is later	- 0 -	5 years from date of creation or until audited, whichever is later	Pursuant to CGS §26-52b, current pheasant stocking schedules are exempt from disclosure under FOIA.
30.	Mosquito Control / Wetlands Restoration – Town File Consisting of correspondence, complaints, photographs, blueprints, and ca 1930 to Present. Town and administrative records are interfiled.	Permanent	- 0 -	Permanent / Archival	
32.	Mosquito Control / Wetlands Restoration – Scrapbook Consisting of newspaper clippings re history of mosquito control ca 1926 to 1944. 1 Volume.	Permanent	- 0 -	Permanent / Archival	
32.	Mosquito Control / Wetlands Restoration – Historical Photographs Consisting of glass plate negatives, black and white prints and color snapshots ca 1910 to present.	Permanent	- 0 -	Permanent / Archival	
33.	Mosquito Control / Wetlands Restoration – Field Books (Journals) Arranged by Town – 8 Volumes. 1944 to 1970 (with gaps).	Permanent	- 0 -	Permanent / Archival	
(S1-250)	Mosquito Control / Wetlands Restoration – Hazardous Materials / Pesticides Consisting of general information, MSDS labels, field trials, use records. Files arranged alphabetically by name or numerically by year.	5 years after end of year to which record relates [29 CFR §1904.33]	- 0 -	5 years after end of year to which record relates [29 CFR §1904.33]	
34.	Mosquito Control / Wetlands Restoration – Mosquito Management Response Plans Consisting of but not limited to West Nile Virus / Equine Encephalitis plans, budget information, press releases and town information. Files are arranged alphabetically by name or numerically by year.	5 years from date of creation	- 0 -	5 years from date of creation	