

Municipal Records Retention Schedule M13**HUMAN SERVICES/SOCIAL SERVICES/GENERAL ASSISTANCE**

Includes Youth Services, Youth and Family Services, Adult Services and Senior Services, etc.

Item Number	Record Series Title	Minimum Retention Required	Disposition
M13-010	Client counseling case files This record series <i>includes</i> counseling records that may be maintained by the various programs covered by this schedule.	6 years after last contact with client (Refer to M1-145 for grant program records)	destroy ¹
M13-020	Energy Assistance Program applications (administered by the Community Renewal Program CRT)	2 years after date of application ²	destroy ¹
M13-030	General assistance case files³ a. Closed without liens or assignments	5 years after case activity ceases and state audit completed	destroy ¹
M13-035	b. Closed cases with liens or assignments	These records must be maintained until settlement of debt to town and subsequent state audit, but not less than 5 years from date that case activity ceases. ⁴	destroy ¹
(M3-315)	Special Fund records	3 years or until audited, whichever comes later	destroy ¹

¹Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

² Original application and all backup data are submitted to CRT.

³ The State Archives intends to preserve a sampling of inactive town welfare case files dating up to 1970. As disposal requests are received, the State Archives will follow normal procedures in determining the sample for acquisition and retention. The State Archives takes whatever steps are necessary to conform to laws and regulations governing the accessibility of records.

⁴ Town liens are valid for a period of 40 years after assignment, pursuant to *Connecticut General Statutes*, Sec. 17b-125. Case may be destroyed without settlement if the records have been maintained for 40 years after activity on that case has ceased.