

**Municipal Records Retention Schedule M3
FISCAL RECORDS**

PART 1: GENERAL FINANCIAL

Item Number	Record Series Title	Minimum Retention Required	Disposition
M3-010	Adding machine tapes	no requirement	destroy
	Audit reports:		
M3-020	a. Duplicates	no requirement	destroy
M3-025	b. Record copy	permanent	maintain in municipality
M3-030	c. Working papers	3 years after filing of audit report	destroy ¹
M3-040	Balance sheets	no requirement	destroy
(M3-280)	Bank books	6 years after cancellation	destroy ¹
M3-050	Bank statements	3 years or until audited, whichever comes later	destroy ¹
	Bid documents, including RFP's:		
M3-060	a. Construction (accepted and not accepted)	6 years after completion of project or 6 years after filing if not built	destroy ¹
M3-065	b. Service or Supply (accepted and not accepted)	3 years or until audited, whichever comes later	destroy ¹
M3-075	Billing for Services	3 years or until audited, whichever comes later	destroy ¹
M3-085	Bills, paid	3 years or until audited, whichever comes later	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 1: GENERAL FINANCIAL cont.			
M3-095	Bond and municipal coupons , paid and canceled (for certificate of destruction refer to M1-120)	until maturity	destroy ¹ (See <i>CGS</i> Sec. 7-377a for procedure)
Budget:			
M3-105	a. Adopted	permanent	maintain in municipality
M3-110	b. Preparation documents, including estimates, requests, workbooks, worksheets, recommended budget, etc.	2 years	destroy ¹
M3-115	c. Reports	2 years	destroy ¹
Capital improvement records:			
M3-125	Progress and financial reports on capital projects	3 years or until audited, whichever comes later	These records should be evaluated for historical/ archival value on a case by case basis, depending upon the project documented.
M3-135	Cash books	3 years or until audited, whichever comes later	destroy ¹
M3-145	Cash (register) receipts	until audited	destroy ¹
M3-155	Checks, canceled , including but not limited to welfare, vendor, payroll, pension, etc.	3 years or until audited, whichever comes later	destroy ¹
M3-165	Check registers (all)	3 years or until audited, whichever comes later	destroy ¹
M3-175	Check stubs	3 years or until audited, whichever comes later	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 1: GENERAL FINANCIAL cont.			
M3-185	Deposit slips including fees submitted to Treasurer	3 years or until audited, whichever comes later	destroy ¹
M3-195	Financial statements: including pension fund, municipal investments, and custodian reports	6 years or until audited, whichever comes later	destroy ¹
(M1-145)	Grant fiscal records (for grant program records, see M1)	6 years after renewal, termination, or final report or audited, whichever is later	destroy ¹
Insurance records:			
M3-205	a. Certificate of Insurance, expired	3 years or until audited, whichever comes later	destroy ¹
M3-210	b. Claim files, including health	6 years or until audited, whichever comes later	destroy ¹
M3-215	c. Group insurance: monthly statements of premiums due, bills, correspondence and related documents	3 years or until audited, whichever comes later	destroy ¹
(M1-155)	d. Policies, expired	3 years or until audited, whichever comes later	destroy ¹
Inventory records:			
M3-230	a. Annual records	3 years or until audited, whichever comes later	destroy ¹
M3-235	b. Permanent equipment records	update annually	
M3-245	Invoices	3 years or until audited, whichever comes later	destroy ¹
M3-255	Journals (for payroll journals, refer to M3-410)	3 years or until audited, whichever comes later	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 1: GENERAL FINANCIAL cont.			
Ledgers:			
M3-265	a. General summary of receipts and disbursements from all funds and accounts	15 years	destroy ^{1,2}
M3-270	b. Subsidiary, including appropriations and Disbursements	3 years or until audited, whichever comes later	destroy ¹
M3-280	Passbooks, closed bank accounts	6 years after cancellation	destroy ¹
M3-290	Purchase orders	3 years or until audited, whichever comes later	destroy ¹
M3-295	Receipt books	3 years or until audited, whichever comes later	destroy ¹
M3-300	Requisitions	3 years or until audited, whichever comes later	destroy ¹
M3-310	Sales and Use Tax Returns, CT (OS-114)	3 years or until audited, whichever comes later	destroy ¹
M3-315	Special fund records	3 years or until audited, whichever comes later	destroy ¹
M3-320	Travel authorization request	3 years or until audited, whichever comes later	destroy ¹
M3-330	Vouchers	3 years or until audited, whichever comes later	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 2: PAYROLL RECORDS			
M3-340	Attachments (garnishments)	3 years after release	destroy ¹
M3-350	Federal Tax Return Documents , including Federal Determination of Error in wage reports and Employers Quarterly Federal Tax Returns (Form 941)	6 years after notice	destroy ¹
M3-360	Employee Deduction Records , including Credit Union, United Way, Deferred Compensation, etc.	3 years or until audited, whichever comes later	destroy ¹
(M2-130)	History Card, employee	duration of employment plus 30 years	destroy ¹
M3-370	Longevity payments	3 years or until audited, whichever comes later	destroy ¹
M3-380	Multiple Worksite Report for Employees-Quarterly Earnings (US-5R)	3 years or until audited, whichever comes later	destroy ¹
M3-390	Overtime pay, record of	3 years or until audited, whichever comes later	destroy ¹
	Payroll:		
M3-400	a. Changes	6 years or until audited, whichever comes later	destroy ¹
M3-405	b. Checks	6 years or until audited, whichever comes later	destroy ¹
M3-410	c. Journals (for other journals, refer to M3-255)	6 years or until audited, whichever comes later	destroy ¹
M3-415	d. Ledgers	6 years or until audited, whichever comes later	destroy ¹
M3-420	e. Registers	6 years or until audited, whichever comes later	destroy ¹
M3-425	f. Worksheets	no requirement	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
PART 2: PAYROLL RECORDS cont.			
M3-435	Time records, employee³ (weekly, bi-weekly time sheets, cards)	3 years or until audited, whichever comes later	destroy ¹
M3-440 (M2-130)	a. Leave balances c. Summary (Employee history card)	continuously updated duration of employment plus 30 years	destroy ¹ destroy ¹
M3-455	Tuition reimbursement	3 years or until audited, whichever comes later	destroy ¹
M3-465	Withholding exemption certificate	6 years after superseded certificate is filed, or employment is terminated	destroy ¹
M3-475	Withholding tax records , includes W-2's and W-3's and 1099's	6 years	destroy ¹

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

² Some general ledgers from 1901 to 1945 may have historical informational value and should be evaluated on a case by case basis. Retention of samples and/or of ledgers covering many years in this time period may be an appropriate strategy. Ledgers before 1900 should be considered archival records and be retained by the office of origin or another repository approved by the Office of the Public Records Administrator.

³ Since student, seasonal, and casual workers may claim time toward longevity payments should they become permanent employees, municipalities must keep some record of their service. If the time cards are the only records substantiating service, they serve as employee history cards and must be maintained for duration of employment plus 30 years.