

## Municipal Retention/Disposition Schedule M5

## TOWN CLERKS and REGISTRARS OF VITAL STATISTICS RECORDS

Item Number	Record Series Title	Minimum Retention Required	Disposition
<b>A. TOWN CLERKS' RECORDS</b>			
<b>M5-010</b>	<b>Appointments/Resignations to Boards &amp; Commissions</b>	record in town minutes; retain appointment/ resignation letter 1 year	destroy <sup>1</sup>
<b>M5-020</b>	<b>Beekeeper's registers</b>	(Clerk no longer required to keep or create these records)	historical <sup>2</sup>
<b>M5-030</b>	<b>Beekeeper's registration lists</b> (sent to town pursuant to <i>CGS</i> Sec. 22-89)	until superseded	destroy <sup>1</sup>
<b>M5-040</b>	<b>Charters</b>	Permanent	historical <sup>2</sup>
	<b>Contracts</b>		
<b>(M1-065)</b>	a. Construction	6 years after completion of project	destroy <sup>1</sup>
<b>(M1-070)</b>	b. Services and supplies	3 years after expiration	destroy <sup>1</sup>
<b>M5-045</b>	<b>Disclosure Statements</b> (includes Conflict of Interest Acknowledgement forms)	5 years after expiration of term	destroy <sup>1</sup>
<b>M5-050</b>	<b>Disposal authorizations</b> (signed approvals from Office of the Public Records Administrator)	Permanent	maintain in municipality
<b>M5-060</b>	<b>Dog licenses</b> (duplicates or stubs, including rabies certificate if retained by Town Clerk )	1 year, audited	destroy <sup>1</sup>

**Schedule M5-Town Clerks and Registrars of Vital Statistics Records, p.2**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>A. TOWN CLERK RECORDS cont.</b>		
<b>M5-070</b>	<b>Dog license fees</b> ( monthly report to Treasurer, Clerk's copy) ( <i>CGS</i> Sec. 22-347)	1 year	destroy <sup>1</sup>
<b>M5-080</b>	<b>Dog register</b> (list of dog owners)	1 year	destroy <sup>1</sup>
<b>M5-090</b>	<b>Dog Warden's "Notice to License"</b>	1 year	destroy <sup>1</sup>
<b>M5-100</b>	<b>Employee classification plan</b>	Current	destroy <sup>1</sup>
<b>(M3-185)</b>	<b>Fees Submitted to Treasurer</b> (i.e. Town Clerk's Conveyance/Recording Fees/Marriage Licenses/ Hunting and Fishing Fees)	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M5-107</b>	<b>Fire Loss Demand Report</b> ( <i>CGS</i> 49-73(d))	5 years	destroy <sup>1</sup>
<b>M5-110</b>	<b>Fish and game license stubs</b>	1 year, audited	destroy <sup>1</sup>
<b>M5-120</b>	<b>Historic district ballots</b>	6 months	destroy <sup>1</sup>
<b>M5-125</b>	<b>Historic Documents Preservation Account Monthly Report</b> (pursuant to <i>CGS</i> 7-34a(d))	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M5-130</b>	<b>Honorable discharge or separation papers</b> (military record filed in accordance with <i>CGS</i> Sec. 12-93 to obtain veterans' exemptions)	Permanent	maintain in municipality
<b>(M2-375)</b>	<b>Labor contracts</b>	Permanent	maintain in municipality

**Schedule M5-Town Clerks and Registrars of Vital Statistics Records, p.3**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>A. TOWN CLERKS' RECORDS cont.</b>			
<b>M5-140</b>	<b>Leases</b> (kept in Town Clerk's office, not recorded on the land records)	5 years after expiration	destroy <sup>1</sup>
<b>M5-150</b>	<b>Legal notices</b> - Public Hearings	1 year or as required by Town Charter	destroy <sup>1</sup>
<b>M5-160</b>	<b>Liquor permits</b>	1 year	destroy <sup>1</sup>
<b>M5-170</b>	<b>Municipal conveyance tax statements</b> , including receipt cards from State Department of Revenue Services, OP-252)	1 year, audited	destroy <sup>1</sup>
	<b>Notaries</b>		
<b>M5-180</b>	a. Signature cards, including requests not to disclose home address ( <i>CGS 1-217</i> )	retain for 1 year after expiration of term	destroy <sup>1</sup>
<b>M5-185</b>	b. Secretary of State notice of resignation/ revocation of appointment (duplicate)	no requirement	destroy <sup>1</sup>
<b>M5-195</b>	<b>Notice to adjoining municipalities of applications or requests</b> (Notice to Abutting Towns) ( <i>CGS Sec. 8-7e</i> )	2 years	destroy <sup>1</sup>
<b>M5-205</b>	<b>Oaths of Office of Elected Officials</b>	record in Town Votes Book	Discard
<b>M5-207</b>	<b>Passport Applications</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M5-210</b>	<b>Shellfish Applications/Permits</b>	1 year	destroy <sup>1</sup>

**Schedule M5-Town Clerks and Registrars of Vital Statistics Records, p.4**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>A. TOWN CLERKS' RECORDS cont.</b>			
<b>M5-215</b>	<b>State of Connecticut Real Estate Tax Return</b> OP-236 (M-45) (Town Clerk's copy)	1 year (for retention of town official copy, see Schedule M4-010)	destroy <sup>1</sup>
<b>M5-225</b>	<b>Summary of taxable property</b> (M-13) (Town Clerk's copy, original sent to OPM)	current plus 1 year	destroy <sup>1</sup>
<b>(M4-485)</b>	<b>Suspense tax report</b> (CGS Sec. 12-165(5))	15 years from due date of tax	destroy <sup>1</sup>
<b>M5-235</b>	<b>Tax records, Old Age Assistance</b>	see historical note under disposition	historical <sup>2</sup>
<b>M5-240</b>	<b>Tax Collector's Statement of No Tax</b>	1 year	destroy <sup>1</sup>
<b>M5-245</b>	<b>Town Attorney opinions</b>	Permanent	maintain in municipality
<b>M5-255</b>	<b>Trade name certificates and index</b>	Permanent	maintain in municipality
<b>(M1-210)</b>	<b>Writs, summonses, and complaints</b> - claims against the town, includes memorandum of decisions (original copy)	5 years or until resolution of case, whichever comes later	historical <sup>2</sup>
<b>B. LAND RECORDS</b>			
<b>M5-275</b>	<b>All instruments</b>	record and return unless otherwise specified <sup>3</sup>	
<b>M5-285</b>	<b>Attachments, property</b>	discard after recording	destroy <sup>1</sup>
<b>M5-295</b>	<b>Computer index printout</b> - daily/monthly/yearly combined	Current	destroy <sup>1</sup>

**Schedule M5-Town Clerks and Registrars of Vital Statistics Records, p.5**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>B. LAND RECORDS cont.</b>			
M5-305	Condo certificate	Current	destroy <sup>1</sup>
M5-315	Daybook	5 years	destroy <sup>1</sup>
M5-325	Deeds or easements to town properties	Permanent	maintain in municipality
M5-335	Land record corrections/Original Entry Report (Refer to General Letter 92-2)	15 years	destroy <sup>1</sup>
M5-340	Land Record Examiners Report, also known as Land Record Audit Report	15 years	destroy <sup>1</sup>
M5-342	Subdivision Maps	Permanent (CGS Sec. 8-25(a))	maintain in municipality
M5-345	Land records and indexes	Permanent	historical when reduced copy is approved <sup>2</sup>
<b>C. REGISTRARS' RECORDS (Re. BIRTHS)</b>			
M5-355	Affidavit - correction of record	Permanent	maintain in municipality
<b>Birth Certificate</b>			
M5-365	a. Foreign born (former resident, in government service)	Permanent	maintain in municipality
M5-370	b. Original/certified/copy/belated <sup>4</sup>	Permanent	maintain in municipality
M5-375	c. Registration of, belated – affidavit	Permanent	maintain in municipality
M5-380	d. Registration of, belated - probate court order	Permanent	maintain in municipality
M5-385	e. Stubs	no requirement	destroy
M5-390	f. Superseded - by adoption or any legal change	Permanent	maintain in municipality

**Schedule M5-Town Clerks and Registrars of Vital Statistics Records, p.6**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>C. REGISTRARS' RECORDS (Re. BIRTHS) cont.</b>			
<b>M5-400</b>	<b>Foundling</b> , report of	Permanent	maintain in municipality
<b>M5-410</b>	<b>Statement of Parentage</b>	Permanent	maintain in municipality
	<b>Vital record</b> , written request for:		
<b>M5-420</b>	a. Births	2 years	destroy <sup>1</sup>
<b>M5-425</b>	b. Deaths	no requirement	destroy <sup>1</sup>
<b>M5-430</b>	c. Marriages	no requirement	destroy <sup>1</sup>
<b>(Re. MARRIAGES)</b>			
<b>M5-440</b>	<b>Blood test</b> - premarital certificate	1 year	destroy <sup>1</sup>
<b>M5-450</b>	<b>Consent</b> , parental/conservator	Permanent	maintain in municipality
<b>M5-460</b>	<b>Index</b> , alpha – marriages	Permanent	maintain in municipality
<b>M5-470</b>	<b>Probate waiver</b> - blood test/waiting period	record data on certificate	destroy <sup>1</sup>
<b>M5-480</b>	<b>Marriage certificate</b> - original or certified copy	Permanent	maintain in municipality
<b>M5-490</b>	<b>Marriage license work sheet</b> (premarital)	1 year	destroy <sup>1</sup>
<b>(Re. DEATHS)</b>			
<b>M5-500</b>	<b>Affidavit</b> - correction of record	Permanent	maintain in municipality

**Schedule M5-Town Clerks and Registrars of Vital Statistics Records, p. 7**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>C. REGISTRARS' RECORDS (Re. DEATHS) cont.</b>			
<b>Burial records:</b>			
<b>M5-510</b>	a. Permit (removal, transit)	Permanent	maintain in municipality
<b>M5-515</b>	b. Permit stubs	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M5-520</b>	c. Record book	Permanent	maintain in municipality
<b>M5-530</b>	<b>Cremation certificate and permit</b> , medical examiner's	Permanent	maintain in municipality
<b>M5-540</b>	<b>Death certificate</b> (original/certified copy/fetal)	Permanent	maintain in municipality
<b>Disinterment records:</b>			
<b>M5-550</b>	a. Permit	Permanent	maintain in municipality
<b>M5-555</b>	b. Permit stubs	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M5-565</b>	<b>Exhumation</b> - copy of court order	record data on death certificate. If no certificate, record on burial record, discard.	destroy <sup>1</sup>
<b>M5-575</b>	<b>Index to vital records</b> (births, marriages, deaths)	permanent	maintain in municipality
<b>M5-585</b>	<b>Sexton's report</b>	record in burial book and discard	If burial book is not maintained, retain permanently
<b>D. MEETING RECORDS</b>			
<b>Meeting Records</b>			
<b>(M1-215)</b>	a Agendas	1 year	destroy <sup>1</sup>
<b>(M1-216)</b>	b. Minutes—all government agencies and bodies including Boards and Commission meetings	Permanent	maintain in municipality <sup>2</sup>

**Schedule M5-Town Clerks and Registrars of Vital Statistics Records, p. 8**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>D. MEETING RECORDS continued</b>		
<b>(M1-217)</b>	c. Municipal staff meetings	5 years at municipal level	destroy <sup>1</sup>
<b>(M1-218)</b>	d. Schedule of	1 year	destroy <sup>1</sup>
<b>(M1-260)</b>	e. Tapes (audio or video)	6 months after minutes are approved	destroy <sup>1</sup>
<b>M5-610</b>	<b>Notices</b> of special meetings	1 year	destroy <sup>1</sup>
<b>M5-620</b>	<b>Town Council packets</b> - backup for meetings - (duplicate materials)	no requirement	destroy <sup>1</sup>

**ENDNOTES**

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

<sup>2</sup>“Historical” denotes that the Town Clerk may request that a record series be transferred to a local or regional repository approved by the Public Records Administrator and State Archivist or to the State Archives. Please refer to note on Disposal ( <sup>1</sup> )

<sup>3</sup> Some instruments may be unreturnable. The Town Clerk should make his/her best effort to return them to appropriate party. If he/she is unsuccessful, then the document may be discarded at the discretion of the Town Clerk.

<sup>4</sup> Town of occurrence makes changes to original per the Department of Public Health. Town of residence may replace the incorrect certificate.