Revised 2/2005

Municipal Records Retention Schedule M9 PUBLIC WORKS

Item Number	Record Series Title	Minimum Retention Required	Disposition
	Accident Reports		
(M7-295)	a. Fatal	permanent	maintain in municipality
(M7-300)	b. Non-fatal	10 years (<i>CGS</i> Sec. 7-282)	destroy ¹
M9-010	Asphalt/earth product tickets	3 years after audit	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 destroy ¹
(M3-065)	b. Service or Supply (accepted and not accepted)	3 years after audit	destroy ¹
M9-020	Block, lot plans, master files of municipal building histories	permanent	maintain in municipality
(M1-025)	Bonds, Performance includes excavation bonds	6 years after completion of project	destroy ¹
M9-030	Bridge Records, including logs and inspections	life of structure	destroy after life of structure ¹
M9-040	Call Before You Dig Tickets (construction application/permit within right of way)	2 years after application	destroy ¹
(M10-020)	Construction documents including road & drainage projects	life of structure	destroy after life of structure ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
M9-050	Evictions log	3 years after audit	destroy ¹
M9-060	Hazardous waste disposal records	permanent	maintain in municipality
	Inspection reports (public works projects not covered elsewhere on schedule)		
M9-070 M9-075	a. Routine i.e. sidewalks and roadsb. Building of roads and bridges	5 years after inspection life of structure	destroy ¹ destroy after life of structure ¹
	Inventory records		
(M3-230)	a. Annual records	3 years after audit	destroy ¹
(M3-235)	b. Permanent equipment records	update annually	
M9-085	Maintenance requests	3 years after audit	destroy ¹
M9-095	Maintenance work records (including snow and ice removal, weather information, curbs, paving, potholes, signs, streets, assignments)	3 years after audit	destroy ¹
	Maps		
M9-105	Municipal maps including streets, utilities, public properties, flood maps	permanent	maintain in municipality
M9-110	b. Working maps	10 years	destroy ¹
M9-120	Motor vehicle service record	life of vehicle	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
M9-130	Project files: a. Documenting the planning, design, and construction of municipally owned facilities, structures and systems (project records, project	permanent	maintain in municipality
(M1, M3)	books of projects completed or abandoned) b. Fiscal and administrative documentation	See Schedule M1 and M3	
M9-140 M9-145 M9-150 M9-155	Solid waste management records (recycling) a. Dump ticket stubs b. Landfill records c. Tonnage reports d. Transfer permits Street light records, includes installation, maintenance, and repair	3 years after audit permanent 3 years after audit 3 years after audit life of light	destroy ¹ maintain in municipality destroy ¹ destroy ¹ destroy ¹
M9-170	Street Opening Permit	Life of structure	destroy ¹
M9-175	Tickets - all others not separately listed	3 years after audit	destroy ¹
M9-185	Town aid fund records	6 years after audit	destroy ¹
M9-195	Traffic signals: installation/repair	life of light	destroy ¹
M9-205	Work Orders	3 years after audit	destroy ¹

¹ Municipalities 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.