

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

The DSS will be transitioning to offsite storage of permanent records. The goal is to maintain 5 years on site with all others being stored with the State Library or in a State Library approved location. To do this the DSS will meet the State Library's guidance outlined in their guidance document 'Transfer Procedures'.

This includes the basic steps of:

1. Filing all records in approved boxes
2. Identifying files with media devices which require climate controlled storage
3. Inventorying/indexing and labeling of all boxes
4. Completing a Memorandum of Transfer
5. Transferring the boxes

B. Definitions:

1. State Library: CT department designated as the controller of state records. This department sets retention schedules for records and can be used for housing records. The department has designated storage location, this may be a State facility or a contracted facility designated as acceptable by the State Library.
2. Index: a listing of records that defines files stored in a certain box/location. Labels on boxes will match designators within the index. This allows for records to be located for retrieval as needed.
3. RMLO: Record Management Liaison Officer, Individual designated for the Department to oversee the record control process for the DESPP.
4. RML: Record Management Liaison, individual designated by the Director to oversee the record control process for the DSS. The Quality Manager is designated as the RML.

C. Procedure:

1. Boxes: all records must be transferred to archive (R-Chive) boxes.
 - a. The requirements for these are:
 - i. Construction: multilayered corrugated cardboard / double-walled.
 - ii. Inside Dimensions: 12"(w) X 15"(d) X 10"(h).
 - iii. Stacking Weight: at least 800 pounds.
 - iv. Size: letter or legal-size (stored lengthwise) files.
 - v. Lid Closure: removable (lift-off) locking lid that clasps into the handle.
 - vi. Handles: reinforced hand holes that are less likely to tear.
 - b. Boxes will not be over packed and cannot exceed 40lbs. No hanging file folders will be used. No broken boxes will be used.
2. The State Library requires that files containing media devices be stored under climate controlled conditions. Due to this, files that contain media devices such as CDs will be identified. These boxes will be indicated as containing media devices when transferred.
3. Photographs can be maintained in the files if the negatives or originals are maintained separately. For digital photos, the electronic versions should be maintained per Unit

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guidance therefore printed photos would not need to be separated. For older files, for all Units except Controlled Substances and Toxicology, the negatives of photos are maintained within the Latent Prints Evidence storage area.

4. Each box will be inventoried/indexed and labeled.
 - a. An inventory of each box will be created this will be used to create the index.
 - b. Labels: all boxes will be labeled. The label will include the name of the Department and Division, an Index ID and a designator (see below).
 - c. Index: this will list each case within a box and relate the box to a box ID (or Index ID). The index will be used to retrieve case files as needed.
5. The inventory/index will be electronic. This should be created as an Excel file that is transferred to a PDF at time of transfer. The index must be clear to allow for searching of files as needed.
 - a. The Master index will be maintained on the shared file the Case Management folder.
 - b. The State Library will be supplied with an electronic version and paper version of the index.
 - c. When a set of records are scheduled to be sent for storage a copy of the index will be saved in Qualtrax; a file for Record Retention will be used to maintain these records.
 - d. The fields to capture for this are:
 - i. Box ID (example 1990 DNA box 1, 1990 DNA Box 2)
 - ii. Laboratory case number
 - iii. More information may be recorded if required due to the age of the records.
6. Index ID / Box Number: this will have the year of submission, a Unit designator and the box number.
 - a. Year: This will be the year of submission. If multiple years are contained in 1 box the range can be used. Example: 1970 – 1973
 - b. Designators:
 - i. DNA: FB/DNA/Fire Debris and GSR/Paint
 - ii. LP: Latent Print
 - iii. FA: Firearms
 - iv. QD: Questioned Documents
 - v. IM: Imprints
 - vi. CC: Computer Crimes
 - vii. MM: Multimedia
 - viii. TX: Toxicology
 - ix. CS: Controlled Substances
 - x. ER: Evidence Receiving
 - xi. CRIM: Criminalistics
 - xii. RECON: Reconstructions

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- xiii. HFD: this will be for cases in the discipline of Fire Debris, Serology, and Trace that were received/analyzed by the Hartford Laboratory and that may be stored as mixed boxes. Hartford “C” and “T” cases may be included within this designator if the 2 are mixed. Note: “C” and “T” designations were used, prior to the use of a LIMS system, to different cases between biological fluid cases and hard drug evidence.
- c. Box Numbers:
 - i. Boxes will be sequentially numbered within a year and per designator. Example if there are 3 boxes in 1990 that contain files under the designator DNA the boxes will be labeled 1990 DNA box 1, 1990 DNA box 2 and 1990 DNA box 3. Boxes in another designator category in the same year will start with box 1.
- 7. Transferring Records:
 - a. Initially the DSS will transfer approximately 100 boxes at a time until all files past five years are moved. Once completed the DSS will maintain this by annually transferring the oldest year to the State Library.
 - b. For each transfer of records a State Library form ‘Memorandum of Transfer’ will be completed by the Records Management Liaison (RML). This is supplied to the State Library through the Record Management Liaison Officer (RMLO) at Head Quarters. The State Library will sign and return a copy of the form to the DSS when the transfer is approved.
 - c. Once the signed Memorandum of Transfer is returned the RML will contact the State Library to arrange for the transfer. The State Library may pick up the records or may require the DSS to deliver them.

Reference: State Library procedures: <https://ctstatelibrary.org/publicrecords/state>

Record Transfer form: [State of Connecticut \(ctstatelibrary.org\)](https://ctstatelibrary.org)

GL 11.1 Transfer of Records

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Examples of box labels:

Division of Scientific Services
Department of Emergency Services
and Public Protection
Subject: 1990 Forensic Biology, DNA,
Fire Debris and Gun Shot Residue
Records
1990 CRIM Box 1

Example if multiple years in 1 box:

Division of Scientific Services
Department of Emergency Services
and Public Protection
Subject: 1990-1993 Imprint Records
1990 – 1993 IM Box 1

Example if multiple Disciplines and years in 1 box:

Division of Scientific Services
Department of Emergency Services and
Public Protection
Subject: 1990 - 1993 Controlled
Substances and Toxicology Records
1990 – 1993 TXCS Box 1