

RECORDS RETENTION SCHEDULE

RC-50 REV. 7/83

STATE OF CONNECTICUT
 State Library
 231 Capitol Ave., Hartford, CT 06106
PUBLIC RECORDS ADMINISTRATION

(1) PAGE 1 of 1

(2) DATE 11-4-93

(3) NAME OF AGENCY Dept. of Environmental Protection	(4) NAME OF DIVISION Office of Adjudications
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(5) ("X" One) SCHEDULE <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISED (If revised, enter previous retention schedule no. here)	(6) RETENTION SCHEDULE NUMBER 93-1-9
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(7) ITEM NO. (8) DESCRIPTIVE TITLE OF RECORD	(9) APPROVED RETENTION OFFICE	(10) RECORDS CENTER	(11) LEGAL REQUIREMENTS
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1.	Contested Case Final and Proposed Decisions issued by Commissioner and/or Office of Adjudications. Certified mail inventory sheets and return receipt cards associated with mailing of these decisions.	PERMANENT PERMANENT /ARCHIVAL*		
2.	Contested Case Hearing Records, which include exhibits, pleadings and pertinent correspondence, transcripts, and audio tapes (when no transcript is prepared).	20 YEARS		
3.	Computer stored summaries of adjudicated matters for research and precedential purposes. Includes list of involved DEP staff, hearing officer, pertinent dates, case disposition, and index entries as required by the UAPA (CGS sec. 4-180a)	PERMANENT		CGS 4-180a
4.	Card File of Summaries (handwritten originals and predecessors of #3 above)	NO REQUIREMENT		
		* Contact State Archivist to arrange for transfer to the State Archives at discretion of head of the office.		

(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	SIGNATURE Victoria N. Wentworth Agency RMLD 11/3/93	APPROVED (Public Records Administrator) Mark H. Jones State Archivist	DATE 11/15/93 11/10/93
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