

RECORDS RETENTION SCHEDULE

RC-50, Revised 5/1999

(Return to: *State Records Administrator*)



STATE OF CONNECTICUT

Connecticut State Library

PUBLIC RECORDS ADMINISTRATION

231 Capitol Building, Hartford, CT 06106

FOR OFFICE USE ONLY

Retention Schedule # 02-13-1

This schedule is: Revised
If revised, enter previous retention schedule number here: # 92-6-1

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Agency: ENVIRONMENTAL PROTECTION	Address: 79 ELM STREET
Division or Unit: FORESTRY	HARTFORD, CT 06106

ITEM NUMBER (i.e. S1-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION <i>(to be filled in by State Archivist)</i>
		Office	Records Center or approved off-site facility ²	
1). A.	Certificate of Classification: Issued pursuant to CGS sections 12-96 through 12-98, which authorizes State Forester to classify land as "forest land" if it meets certain requirements. Certificates remain active until canceled pursuant to CGS sec. 12-99. Files would include supporting documentation – e.g. application forms, maps, correspondence, etc	Certificates to be retained 10 years after cancellation		
1). B.	Certificate of Land Designated as Forest Land: Issued pursuant to CGS section 12-107d(a). State Forester may designate land as "forest land" if land meets requirements. Certificates remain active until canceled pursuant to CGS section 12-107d(b). Files would include supporting documentation – e.g. application form, maps, reports, correspondence, etc.	Certificates to be retained for five years after cancellation		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: <i>V. Wentworth</i>	Title: <i>Agency RMLO</i>	Date: <i>11/13/02</i>
Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>11/18/02</i>	Approved (Public Records Administrator) <i>Kevin B. DiB</i>	Effective Date of Schedule: <i>11/18/02</i>

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2).	Forest Fire Bills: Payments made to Volunteer fire company volunteers. May include: Supporting Documentation.	Three years or until audited, whichever comes later		
3).	State Forest Land Operational (timber harvesting) Plans: May include: Plan, bids, and correspondence, sales agreement between DEP and buyer, and completion report, field maps, inventory data, insurance certificate for individual timber harvest operations.	Three years after completion of operation or after date of submission if not approved		
4).	Nursery pesticide and fertilizer application records: May include: amount and type applied	Permanent		
5).	Nursery Hazardous waste emergency equipment inspection log: May include: sign-off list that equipment was inspected (by who and when)	Permanent		
6).	Nursery Hazmat manifest: A track record of Hazardous materials shipped off site after use at the nursery. May include: a list of who it was sent to and when.	Permanent		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: <i>V. Wentworth</i>	Title: <i>Agency RMLO</i>	Date: <i>11 / 13 / 02</i>
Approved (State Archivist) <i>Mark A. Jones</i>	Date: <i>11 / 18 / 02</i>	Approved (Public Records Administrator): <i>James J. M. B.</i>	Effective Date of Schedule: <i>11 / 18 / 02</i>

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7).	Nursery Emergency Hazardous Waste Management program: May include: Site diagram, emergency procedures and response protocol specific to the Nursery	Until superceded		
8).	Nursery seedling orders and related correspondence: Orders for seedling received from public. May include: seedling order form and correspondence related to seedling orders	Three years		
9).	Nursery seedling order forms: Each year a new order form is produced for distribution to the public with attached pricing schedule.	Until superceded		
10).	Nursery Arbor Day seedling orders and delivery information: Orders received from schools/towns for Arbor Day planting stock	Two years		
11).	Nursery seeding charts (annual sowing data): May include: Location, date, and species of sown seed at nursery	Permanent		

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Approved (State Archivist) <i>Mark Jones</i>	Date: <i>11/18/02</i>	Approved (Public Records Administrator) <i>Junie L. M. B.</i>	Effective Date of Schedule: <i>11/18/02</i>

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12).	Nursery seedlot numbers: May include: Germination tests taken by nursery staff and seed source data for seed to be utilized at the DEP nursery	Permanent		
13).	Inventory of seedlings that are shippable quality at the Nursery (annual data):	Until superceded		
14).	State Forest Land Management Plans: 10-year plans for the management of state owned timberlands (generally each plan covers a large block of a particular state forest or in some cases the entire forest. May range in size from 400+/- acres to more than thousands of acres) May include: comments on the proposed management plan from both internal and external sources to the agency, field maps, tree inventory data.	Permanent/archival		
15).	State Forest Land Management Plans drafts	Discard draft proposals after superceded by approved plan		

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Approved (State Archivist) <i>Mark F. Jones</i>	Date: <i>11 / 18 / 02</i>	Approved (Public Records Administrator): <i>James B. B.</i>	Effective Date of Schedule: <i>11 / 18 / 02</i>

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16).	State Forest Land Project Plans proposed by the Division of Forestry: May include: Proposal form, comments, and completion form.	Two years after completion of the project or after date of submission if not approved		
17).	Right-of-way (ROW) permits: Permits granted to persons conducting a timber harvest operation on adjoining lands to cross over state forestland. May include: ROW request form, internal comments on request, and completion form by DEP Forester.	One year after termination of the Right of Way Permit or after the date of denial of the permit application		
18).	Incident reports: May include: reports of theft, vandalism, and injury to job contractor	Three years after resolution or ten-years if not resolved		
19).	Fuelwood lottery & small misc. sales: May include: application to harvest wood with value under \$2,000, liability release	Three years or until audited, whichever comes later		
20).	Prescribe Burn Plans: Plans written to set controlled forest or brush fires to accomplish a specific goal such as silviculture.	Three years after completion of project		

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Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>11 / 18 / 02</i>	Approved (Public Records Administrator) <i>Michael B. Jones</i>	Effective Date of Schedule: <i>11 / 15 / 02</i>

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21). A.	List of potential bidders on state owned timber sales	Until superceded		
21). B	List of state owned timber sale buyer insurance records May include: liability insurance and workers compensation	Three years after completion of operation		
22).	America-The- Beautiful Grants: Federal grant money passed through the Division to municipalities for Urban Forestry projects: May include: Grant application, evaluation sheet, correspondence, Personal Services Agreement and Attachments, inspection report and completion letter.	Three years or until audited whichever comes later		
23).	Tree City USA Applications: A recognition program for Urban Forestry efforts by a municipality. May include: Application, resolution, supporting documentation.	Three years		
24).	Land Acquisition Projects: May include: The Division of Forestry summary sheet and score sheet for each project. Reflects the Division of Forestry opinion on proposed land acquisition projects.	Two years		

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Approved (Agency Records Management Liaison Officer) <i>Victoria M. Wentworth</i>	Typed Name of RMLO: <i>V. Wentworth</i>	Title: <i>Agency RMLO</i>	Date: <i>11/13/02</i>
Approved (State Archivist) <i>Mark Jones</i>	Date: <i>11/18/02</i>	Approved (Public Records Administrator): <i>Shirley G. B.</i>	Effective Date of Schedule: <i>11/18/02</i>

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25).	Town Files: May include: Correspondence, tree inventory data, maps, copies of town ordinances, etc.	Permanent		
26).	Project Agreements with the University of Connecticut: MOU's outlining work to be done by project leaders at UCONN and D.E.P. payments.	Three years or until audited, whichever comes later		
27).	Forest Legacy Applications: A land acquisition program (may include fee simple purchase or easements) supported by either Federal or State dollars. May include: Applications, evaluation sheets, maps, supporting documentation, monitoring sheets for easement compliance.	Accepted applications-Permanent, Rejected applications – three years		
28).	Monthly and Annual Accomplishment Reports made to the Federal Government: May include: Records of monthly field accomplishment and annual reports.	Five years in office		

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29).	Landowner Files: Correspondence, cost-share applications, completion of cost share project reports, forms, maps, forest management or Forest Stewardship Plans. May include copies of 490 tax program designation forms and maps, historical property data. If a municipality, may include copies of Environmental Reviews (ERT).	Permanent		
30).	Forest Fire Training Records of DEP Staff: May include: Records of forest fire training received by DEP staff (may include the type of training, when and received by whom).	Duration of employment plus thirty years		
31).	Forest Fire Training Records of Volunteer Fire Companies: May include: Records of town fire companies trained by DEP staff.	Three years		
32).	Lesson Plans for Forest Fire Training May include: lesson plans prepared by DEP staff for DEP staff and volunteer fire companies	Until superceded		

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33).	DEP Forest Fire Weather Predictions May include: predicted fire danger scale, wind speeds, wind directions	Permanent		
34).	Forest Fire Statistics May include: acres burned, number of fire starts, location, weather, cause	Permanent		
35).	Forest Fire Sign-in Sheet May include: Sign up sheet signed by all fire fighters in attendance. For safety purposes.	Permanent		
36).	Prescribe Burn Sign-in Sheet May include: Sign up sheet signed by all fire fighters in attendance. For safety purposes.	Permanent		
37).	Federal Excess Property Federal property on loan to DEP or to Volunteer Fire Companies. Files might include equipment inventory and federal forms.	Two years after equipment disposal		
38).	General Correspondence to Fire Wardens May include: letters advising DEP fire policy.	Three years		
39).	Medical Screening reports from UCONN Medical Staff Advises DEP of placement of DEP firefighters for tasks on fire.	Three years		

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Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>11/18/02</i>	Approved (Public Records Administrator) <i>Shirley G. M. B.</i>	Effective Date of Schedule: <i>11/18/02</i>

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40).	Volunteer Fire Assistance Program Funds May include: Federal Grant application, documentation supporting approval or rejection of Volunteer Fire Dept. application, agreements, and documentation of expenses	Three years or until audited, whichever comes later		
41).	Revolving Fund Pool Purchasing for Volunteer Fire Companies Purchases of equipment for volunteer fire companies with Federal grant money. May include: correspondence, applications, payment records, purchase orders.	Three years or until audited, whichever comes later		
42).	Special Projects with Fire Companies May include: Federal Grant application, documentation supporting approval or rejection of Volunteer Fire Dept. application, agreements, and documentation of expenses.	Three years or until audited, whichever comes later		

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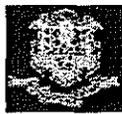
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Approved (State Archivist) <i>Charles X. Jones</i>	Date: <i>11/18/02</i>	Approved (Public Records Administrator) <i>Kevin G. Jones</i>	Effective Date of Schedule: <i>11/18/02</i>

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43).	Fire Season Personnel Schedule May include: Coverage schedules for Division of Forestry employees during fire season.	Three years		
44).	State Fire Assistance Equipment, publications or training costs received through Federal Common Services.	Three years or until audited, whichever comes later		
45).	Annual Reports by Certified Connecticut Forest Practitioners Statewide forest management activities submitted pursuant to CGS 23-65i and Continuing Education evidence workshop attendance for Certified Connecticut Forest Practitioners submitted pursuant to CGS 23-65h(b)9	Two years after certification expires or after certification is superceded		
46).	Summary of Annual Reports: <i>Summary prepared by the Division of Forestry from annual reports submitted by certified practitioners of all Connecticut forest activity.</i> <i>Note: might only occur in electronic format or only as raw data.</i>	Permanent/archival		

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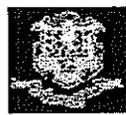
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Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>11 / 18 / 02</i>	Approved (Public Records Administrator) <i>[Signature]</i>	Effective Date of Schedule: <i>11 / 18 / 02</i>

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47).	Continuing Education workshop Workshop approval pursuant to CGS 23-65h(c)(9) May include: approval information required by regulation such as the workshop agenda. May also include assignment of CEU's and workshop attendance roster.	Five years		
48).	Complaints filed against Certified Connecticut Forest Practitioners : May include: investigative information collected and inspector field notes	Shall be retained for as long as the formal report or action into which they are incorporated is retained.		
49).	Complaints filed by location against a logging operation with an unknown operator: May include: investigative information collected and inspector field notes.	Five years		
50).	Compliance field inspections: May include: inspector field notes concerning logging operations that are in compliance	One year after date of inspection		

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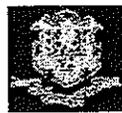
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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: <i>V. Wentworth</i>	Title: <i>Agency RMLO</i>	Date: <i>11/13/02</i>
Approved (State Archivist) <i>Charles H. Jones</i>	Date: <i>11/18/02</i>	Approved (Public Records Administrator) <i>James G. B.</i>	Effective Date of Schedule: <i>11/18/02</i>

RECORDS RETENTION SCHEDULE

RC-50 Revised 5/1999

(Return to Public Records Administrator)



STATE OF CONNECTICUT

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PUBLIC RECORDS ADMINISTRATION

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Retention Schedule # 02-13-1

This schedule is: Revised
If revised, enter previous retention schedule number here: # 92-6-1

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Agency: ENVIRONMENTAL PROTECTION	Address: 79 ELM STREET
Division or Unit: FORESTRY	HARTFORD, CT 06106

ITEM NUMBER (i.e. SI-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION <i>(to be filled in by State Archivist)</i>
		Office	Records Center or approved off-site facility ²	
51).	Enforcement & Forest Practitioner Certifications denied for a reason other than failing to pass the exam: May include: administrative action taken such as orders, referrals, hearing records, NOV's, and certification revocations. May also include certification photocopy, applications, correspondence and documentation supporting denial and denial of certification hearing record.	Permanent		
52).	Connecticut Forest Practitioner certification files May include: application, examination results, certification photo, copy of certificate issued, correspondence pertaining to application process and maintenance of certificate and continuing education and annual report compliance warnings.	Two years after certification expires or after certification is superceded		
53).	Connecticut Forest Practitioner certification denied for failure to pass examination May include: application, examination results, correspondence, denial of certification, certification photo.	Until four years after date of denial or permanent if hearing was requested under UAPA		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLD: <i>V. Wentworth</i>	Title: <i>Agency RMLD</i>	Date: <i>11 13 02</i>
Approved (State Archivist) <i>Charles Jones</i>	Date: <i>11 18 02</i>	Approved (Public Records Administrator) <i>Kevin J. M. B.</i>	Effective Date of Schedule: <i>11 18 02</i>

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ITEM NUMBER (i.e. S1-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
54).	Non certified Forest Practitioner (failed to complete application process) May include: application and correspondence.	Until two years after date incomplete application was received		
55).	Master copy of examinations utilized for certification of forest practitioners pursuant to CGS 23-65h	Until no longer utilized		
56).	Attendance sign-in sheets signed by applicant for certification examinations	3 years after date of examination		
57).	The Connecticut certification examination taken by Forest Practitioner applicants pursuant to CGS 23-65h(c) and the applicants examination answers (passed exam) (Note: answers are placed directly on the exam itself, a separate answer sheet is not utilized)	Until certification is superceded or expires		
58).	The Connecticut certification examination taken by Forest Practitioner applicants and the individual applicants examination answers (failed exam): (Note: answers are placed directly on the exam itself, a separate answer sheet is not utilized)	Two years after date of examination		

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Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>11 / 18 / 02</i>	Approved (Public Records Administrator) <i>Kevin J. OB</i>	Effective Date of Schedule: <i>11 / 18 / 02</i>

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ITEM NUMBER (i.e. S1-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION <i>(to be filled in by State Archivist)</i>
		Office	Records Center or approved off-site facility ²	
59).	Connecticut Forest Practitioner certification photo (failed exam) Photo is taken when the applicant takes the examination	Upon determination that applicant has failed		
60).	State Forest Plantation Records Historic records or tree planting made on state forestland generally from the 1920's through the 1940's and exist at several state forest installations.	Permanent/Archival		
61).	Division Monthly Program accomplishment reports	2 years		
62).	State Forest Maps - Generally, these are copies of state forestland base maps that range in date from the 1930's to just finished. At some field installations there may be some special purpose maps (type maps, engineer maps, deed maps, trenches dug, roads built, plantation maps, maps of adjoining properties etc.).	Permanent/Archival		

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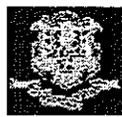
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		Office	Records Center or approved off-site facility ²	
63).	Aerial Photo's Some field installations maintain aerial photo's that extend back to the 1950's and possibly earlier. Often the aerial photo's are in active use by field staff. In many cases the older photos do not have indexes.	Permanent/Archival		
64).	State Projects (i.e. Kelda, Camp Columbia): Assessment and development of land management strategies	Five years after completion of project		
65).	Agreements and MOU's between State Forester and United States Forest Service (umbrella agreements that establish DEP Div. Of Forestry as only State agency authorized to implement USFS federally sponsored programs in CT; MOU's - facilitate ability of USFS & DEP Forestry to enter into grant relationships)	Three years after expiration or until superceded		

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