RECORDS RETENTION SCHEDULE

RC-50, Revised 12/95

(Return to Public Records Administrator)

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

FOR OFFICE USE ONLY
Retention Schedule # 95-9-3

Agency: OFFICE OF POLICY AND MANAGEMENT	**Address:** 450 CAPITOL AVE. HARTFORD, CT 06106
Division or Unit: Budget & Financial Management	

This schedule is: ☐ **original;** ☐ **revised.**

If revised, enter previous retention schedule number here: # 83-2-1

(Number consecutively)	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]	
1.	Appropriation File	3 yrs. (in Electronic Form)	0	
2.	Federal Receivables (copy of OTC record)	3 yrs.	0	
3.	B-1a's, Budget Request Data	3 yrs.	0	
4.	Agency Requests for Capital Projects (B-100's-State, B-100SG-Grants)	5 yrs.	0	
5.	State Bond Commision Original Requests	10 yrs.	Permanent	
6.	State Bond Commission Requests - Not Presented	6 mths.	0	
7.	State Bond Commission Agendas - Originals	10 years	Permanent	
8.	Bond Sale Transcripts - Closing documents from Bond Counsels (Maturity Dates)	20 yrs.	Permanent	
9.	Form CP-1 (Notification of Intent to Apply for Federal Assistance)	3 yrs.	0	
10.	Form CP-3 (Project Notification Review Report)	3 yrs.	0	
11.	EO12372 CIRS/A-95 Part 1(a) Applications for Federal Funds	Current plus 3 yrs.	0	

[1] **Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.**

[2] **Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.**

GS 850

Approved *(Agency Records Management Liaison Officer)* M. Joyal Gutis	**Typed Name of RMLO:** M. Joyal Gutis	**Title:** Fiscal Administrative Manager	**Date:** 9 / 11 / 95
Approved *(State Archivist)* **Mark H. Jones**	**Date:** 9 / 26 / 95	**Approved** *(Public Records Administrator):* *Eunice DiBella*	**Effective Date of Schedule:** 9 / 26 / 95

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Division or Unit: Budget & Financial Management	

This schedule is: ☐ **original;** ☐ **revised.**

If revised, enter previous retention schedule number here: 83-2-1

(Number consecutively)	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]	
12.	State Reviews/Applications for Federal Funds (Non A-95)	Current plus 3 years.	0	
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

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GS 850

Approved *(Agency Records Management Liaison Officer)*	**Typed Name of RMLO:**	**Title:**	**Date:**
M. Joyal Gutis	**M. Joyal Gutis**	**Fiscal Administrative Manager**	**9 / 11 / 95**
Approved *(State Archivist)*	**Date:**	**Approved** *(Public Records Administrator):*	**Effective Date of Schedule:**
Mark H. Jones	**9 / 26 / 95**	*Eunice DiBella*	**9 / 26 / 95**

RECORDS RETENTION SCHEDULE

RC-50, Revised 12/95

(Return to Public Records Administrator)

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

FOR OFFICE USE ONLY
Retention Schedule # ,95-9-4

Agency: **OFFICE OF POLICY AND MANAGEMENT**	**Address:** **450 CAPITOL AVE. HARTFORD, CT 06106**
Division or Unit: **Policy Development and Planning: Assets Management**	

This schedule is: ☒ original; ☐ revised.

If revised, enter previous retention schedule number here: # 87-7-1, 87-1

(Number consecutively)	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]	
1.	National Environmental Policy Act Reviews	Current + 2 years	0	
2.	CT Environmental Policy Act Reviews	Current + 5 years	0	
3.	Facility Plan - Agency submittals includes CP-6's CP-7's, B-100's and B-102's as well as Facility Plans	Current + 2 years	0	
4.	Industrial Business Development Reviews	Current + 10 years	0	
5.				
6.				
7.				
8.				
9.				
10.				
11.				

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GS 850

Approved *(Agency Records Management Liaison Officer)* *M. Joyal Gutis*	**Typed Name of RMLO:** **M. Joyal Gutis**	**Title:** **Fiscal Administrative Manager**	**Date:** **9/18/95**
Approved *(State Archivist)* **Mark H. Jones**	**Date:** **9/26/95**	**Approved** *(Public Records Administrator):* *Eunice DiBella*	**Effective Date of Schedule:** **10/3/95**