

# 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 # 95-9-1

<b>Agency:</b> OFFICE OF POLICY AND MANAGEMENT	<b>Address:</b> 450 CAPITOL AVE. HARTFORD, CT 06106
<b>Division or Unit:</b> Policy Development and Planning: Energy	

This schedule is:  original;  revised.

If revised, enter previous retention schedule

number here: #

(Number consecutively)	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION <i>(to be filled in by State Archivist)</i>
		Office	Records Center or approved off-site facility <sup>2</sup>	
1.	Petroleum Product Vendor Registration Form (Form OPM-151)	3 yrs. or until audited, whichever comes later		
2.	Petroleum Product Vendor Registration Form (Form OPM -155)	3 yrs. or until audited, whichever comes later		
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

<sup>1</sup> 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.

<sup>2</sup> 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

<b>Approved</b> ( <i>Agency Records Management Liaison Officer</i> ) M. Joyal Gutis	<b>Typed Name of RMLO:</b> M. Joyal Gutis	<b>Title:</b> Fiscal Administrative Manager	<b>Date:</b> 07/06/95
<b>Approved</b> ( <i>State Archivist</i> ) Mark H Jones	<b>Date:</b> 07/12/95	<b>Approved</b> ( <i>Public Records Administrator</i> ): Eunice DiBella	<b>Effective Date of Schedule:</b> 7/11/95