

RECORDS RETENTION SCHEDULE

RC-50, Revised 4/94

(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 # 96-4-1

This schedule is: ① original; ① revised.

If revised, enter previous retention schedule

number here: # 86-13-1

Page 1 of 4 pages

Agency: OFFICE OF POLICY AND MANAGEMENT	Address: 450 CAPITOL AVENUE
Division or Unit: INTERGOVERNMENTAL POLICY DIVISION	HARTFORD, CT 06106

(Number consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be fill (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility(2)	
1	M-1: Annual Report of Municipal Tax Collection/Special Taxing Districts.	3 years	0	
2	M-10: Assessor's Report to the Secretary of OPM	3 years	0	
3	M-11: Report of the Board of Tax Review to OPM	3 years	0	
4	M-13: Grand List of Taxable Property	3 years	0	
5	M-13a: Grand List of Tax Exempt Property	3 years	0	
6	M-15: List of Taxable Property - Personal Property Declaration (Individual. Assessment List)	until superseded	0	
7	M-35B: Assessor's Claim for Reimbursement under State Program of Tax Relief for the Elderly Homeowners	3 years	0	
8	M-35C: Assessor's/Town Agent's Claim	3 years	0	
9	M-35G: Calculation of Elderly Tax Relief Reduction	3 years	0	
10	M-35H: Application for Tax Relief of Elderly Homeowners	3 years	0	
11	M-35P: Reductions to Circuit Breaker Reimbursement	3 years	0	
12	M-35R: Application for Tax Relief of Elderly Renters	3 years	0	
13	M-36: Tax Collector's Claim for Reimbursement under State Program of Tax Relief for the Elderly (Freeze)	3 years	0	
14	M-36A: Continuation Sheet	3 years	0	
15	M-36G: Computation of Elderly Tax Relief Reduction (Freeze)	3 years	0	

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GS 850

Approved (Agency Records Management Liaison Officer) M. Joyal Gutis	Type Name of RMLO: M. Joyal Gutis	Title: Fiscal Administrative Manager	Date: 1/16/96
Approved (State Archivist) Mark H. Jones	Date: : 1/31/96	Approved (Public Records Administrator): Eunice DiBella	Effective Date of Schedule: 2/8/96

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Agency: OFFICE OF POLICY AND MANAGEMENT	Address: 450 CAPITOL AVE
Division or Unit: INTERGOVERNMENTAL POLICY DIVISION	HARTFORD, CT 06106

(Number consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be fill <i>(to be filled in by State Archivist)</i>)
		Office	Records Center or approved off-site facility(2)	
16	M-36P: Reductions to Freeze Reimbursement	3 years	0	
17	M-36R: Application for Tax Relief - Elderly Homeowner - Freeze	3 years	0	
18	M-37: Annual Report of Assessed Value of All State-Owned Real Property on Assessment List of ...	3 years	0	
19	M-37 C&H: Annual Report of Assessed Value of Real Property of Private College/General Hospitals	Until superseded	0	
20	M-42B: Tax Collector's Claim for Reimbursement of Revenue Loss Due to the State Program of Tax Relief for the Totally Disabled	3 years	0	
21	M-45: Property Sales-Assessment Data	Current Plus 6 months	0	
22	M-46: Assessor's Claim for Reimbursement of Revenue Loss as a Result of Property Tax Exemption Granted to Eligible Manufacturing Facilities	3 years	0	
23	M46 A,B,C: Real Property and Personal Property (Continuation Sheets for Form M-46)	3 years	0	
24	M-46D: Distressed Municipality & Equipment for Exemption (Office use only)	3 years	0	
25	M-47: Declaration of Machinery & Equipment for Exemption	3 years	0	

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Approved (State Archivist)	Date: : \ \	Approved (Public Records Administrator):	Effective Date of Schedule:

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(Number consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be fill <i>(to be filled in by State Archivist)</i>)
		Office	Records Center or approved off-site facility(2)	
26	M-47C: Distressed Municipality Recap Sheet - Personal Property (Office use only)	3 years	0	
27	M-55: Distressed Municipality - Urban Jobs Program - Annual Renewal Certificate	3 years	0	
28	M-56: Application for Revaluation Certification Examination	5 years	0	
29	M-56R: Application for Renewal of Revaluation Certification	5 years	0	
30	M-59: Application for Additional Veteran's Exemption (3 part - Carbon)	3 years	0	
31	M-59A: Additional Veterans' Exemption Program (Reimbursement of Revenue Loss) 3 part Carbon AUDITS	3 years	0	
32	M-59A: (Continuation Sheet) List approved Claimants Alpha by Last Name	3 years	0	
33	M-64: Certification of Increased Veterans' Exemptions	3 years	0	
34	M-65: New Manufacturing Machinery\Equipment Exemption Claim	5 years	0	
35	M-65a: Tax Collector's Claim for Reimbursement of Revenue Loss Related to Exemptions Granted by the Municipality on New Manufacturing\Equipment	5 years	0	

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Agency: OFFICE OF POLICY AND MANAGEMENT	Address: 450 CAPITOL AVE
Division or Unit: INTERGOVERNMENTAL POLICY DIVISION	HARTFORD, CT 06106

(Number consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be fill <i>(to be filled in by State Archivist)</i>)
		Office	Records Center or approved off-site facility(2)	
36	CAMA-1: Computer Assisted Mass Appraisal (CAMA) System Application Package	12 years	0	
37	LoCIP-1: Local Capital Improvement Program (LoCIP) Certification of Expenditure (3 parts)	10 years	0	
38	Municipality non-profit Audit Reports	3 years	0	
39	Municipality and non-profit Audit Reviews	3 years	0	
40	Municipality Budget	3 years	0	
41	Municipality Budget Reviews	3 years	0	

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Approved (State Archivist)	Date: \ \	Approved (Public Records Administrator):	Effective Date of Schedule:

RECORDS RETENTION SCHEDULE

RC-50, Revised 12/95

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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

Page 1 of 1 pages

(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.				
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9.				
10.				
11.				

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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