

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 # 97-11-1

Agency: OFFICE OF POLICY AND MANAGEMENT	Address: 450 CAPITOL AVE. HARTFORD, CT 06106
Division or Unit: OFFICE OF LABOR RELATIONS	

This schedule is: original; revised.

If revised, enter previous retention schedule

number here: # 92-3-18(under DAS)

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(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.	Grievance Files (Step 3 only) a) Alphabetical name of grievant b) Institutional by name of Union	5 years from date closed		
2.	Logs of all grievances kept chronologically by bargaining unit by fiscal year	7 years from close of fiscal year		
3.	Arbitration Files a) Alphabetical by name of grievant b) Institutional by name of Union c) Arbitration Award Binders by Arbitration Index Number	Permanent		
4.	Arbitration Logs-cross reference grievant and Arbitration Index Number (obsolete - no longer kept)	5 years		
5.	Union Election Signature Cards	Unit election results are validated by the State Board.		
6.	Prohibited Practice Complaint File (Employer's file) a) Copy of complaint filed with the State Board of Labor Relations and given a control number. b) Card index filed by control number.	5 years from date closed		
7.	Prohibited Practice Hearing Files Cases heard by State Board of Labor Relations which result in a permanent decision	Permanent		

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: 12/4/97
Approved (State Archivist) Mark H. Jones	Date: 12/15/97	Approved (Public Records Administrator): Eunice DiBella	Effective Date of Schedule: 12/15/97

8.	A&R Sick Leave Bank Records Includes application and supporting documents	Permanent		
9.	Records of Negotiations with each bargaining unit	Permanent		
10.	Union Business Leave Records (filed chronologically by bargaining unit) a) Leave Records b) Correspondence relating to leave.	Life of Current Bargaining Unit contract plus 3 years.		
11.	Exclusion files (requests for managerial/confidential exclusions)	3 years		
12.	Steward Lists	Current		
13.	Collective Bargaining Contracts	Permanent/Archival		Contact State Archivist to arrange transfer to State Library.
14.	Work schedule change files (copy of original which is housed in originating agency)	Current		
15.	Office of Labor Relations Notices	Permanent/Archival		Contact State Archivist to arrange transfer to State Library.
16.	Resumes of Arbitrators a) Candidates seeking engagement b) Contracted, fee schedules and arbitrator oaths	3 years 5 years		
17.	Managerial and Confidential Grievance Files (Step 3 only) Alphabetical by name of grievant	5 years		
18.	Managerial and Confidential Grievance Files (Step 4) Heard by Employee Review Board	Permanent		
19.				
20.				
21.				
22.				

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