

**RECORDS RETENTION  
SCHEDULE WORKSHEET**

RC-50W - 11/2006

(Return to Public Records Administrator)

**INSTRUCTIONS:**

Agency RMLOs or designated staff should use this form to prepare a new records retention schedule or revise an existing one. Please email an electronic copy to the Office of the Public Records Administrator. The records retention staff will work with the agency RMLO to complete the official RC-50 form based upon this worksheet.

This schedule is:  original  revised  
**If revised, enter previous retention schedule number here: # 99-5-1**

<b>AGENCY:</b> Department of Environmental Protection	<b>ADDRESS:</b> 79 Elm Street, Hartford, CT 06106-5127
<b>DIVISION or UNIT:</b> State Emergency Response Commission	<b>Name of RMLO Submitting Form</b>
<b>Phone:</b>	

Item Number	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site <sup>2</sup> (B)	Total (A + B)	
S1-030	Annual Reports	permanent/archival			Must provide copy to State Librarian
S1-140	Logs	1 year			
S1-165	SERC Meeting Minutes	permanent/archival			
S1-167	SERC Agenda	1 year			
S1-168	Schedule of SERC Meeting	1 year			
S1-230	Retention Schedules	permanent			
S1-240	Tape audio - SERC Meetings	6 months after approval			
S1-255	Telephone Message Books	1 year			
S6-055	Tier2Submit Application database	permanent and dumped to CD			
S1-175?	SERC Bylaws	permanent/archival			
S1-175?	SERC Member Appointment Letters	permanent/archival			
S1-165	Attendance Rosters (falls under minutes)	permanent/archival			
	Grant Applications	3 years or until audited, whichever comes first			

<sup>1</sup> A 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> The State Records Center or an approved off-site facility. Records with a permanent retention period cannot be stored at the State 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.

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		Office (A)	Off-site <sup>2</sup> (B)	Total (A + B)	
S3-330	Proposals	3 years or until audited, whichever comes first			
S1-055	Communications/Public Relations	4 years			
99-5-1 1	MSDS or List of MSDS pursuant to federal EPCRA, section 311 and CGS, section 22a-609	Unitl receipt of Tier 2			
99-5-1 2	Tier 2 (Emergency and Hazardous Chemical Inventory) pursuant to federal EPCRA, section 312 and CGS, section 22a-610 includes certification statements	permanent			
99-5-1 3	Toxic Release Inventory pursuant to federal EPCRA, section 313 and CGS, section 22a-611	paper copies retaine dunitl information is released by EPA public database			
	Electronic submission of Tier 2	Delete when yearly databse is submitted and received by EPAe			
S6-055	Tier2Submit database (yearly)	permanent annually dumpted data to CD			
S1-065	SERC Correspondence	2 years			
S1-200	Regulation-making records	permanent/archival 2 years after regulation expired			
S1-145	Telephone Logs	3 years			
S1-110	Transitory Messages	no requirements			



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