

<b>SUBJECT: RECORDS RETENTION</b>		
<b>Reviewed by: Finance Committee</b> <b>Revised by:</b>	<b>Effective: 5/12/12</b>	
	<b>Reviewed: 3/5/12</b>	<b>Revised: 03/28/12</b>
<b>Approved by: HITE-CT Board of Directors</b>	Page 1 of 3	
	<b>Related to Core Policy: F 100</b>	

**OVERVIEW:**

These are guidelines for retention of business records.

**PROCEDURE:**

This policy follows the Connecticut State Library Records Retention General Schedule for State Agencies.

1. For Administrative Records Schedule, follow this link:  
<http://www.cslib.org/publicrecords/stateretsched/S1Admin2010.pdf>
2. For Personnel Records Schedule, follow this link:  
<http://www.cslib.org/publicrecords/stateretsched/S2Person2010.pdf>
3. For Fiscal Records Schedule, follow this link:  
<http://www.cslib.org/publicrecords/stateretsched/S3Fisc2010.pdf>
4. For Health Records Schedule, follow this link:  
[http://www.cslib.org/publicrecords/stateretsched/S4health2010\\_11.pdf](http://www.cslib.org/publicrecords/stateretsched/S4health2010_11.pdf)
5. For Information Systems Records Schedule, follow this link:  
<http://www.cslib.org/publicrecords/stateretsched/S6InfoSysms2010.pdf>
6. For Public Safety and Emergency Services Records Schedule, follow this link  
<http://www.cslib.org/publicrecords/stateretsched/S10PubSafe2010.pdf>