

**Municipal Records Retention Schedule M1  
GENERAL ADMINISTRATION**

Revised 2/2005

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Accident Records</b>		
(M7-295)	a. Fatal	permanent	maintain in municipality
(M7-300)	b. Non-fatal	10 years (CGS Sec. 7-282)	destroy <sup>1</sup>
<b>M1-010</b>	<b>Alarm System Activity Reports</b>	current plus 1 year	destroy <sup>1</sup>
	<b>Bonds:</b>		
<b>M1-020</b>	a. Fidelity	6 years after expiration	destroy <sup>1</sup>
<b>M1-025</b>	b. Performance, includes excavation	6 years after completion of project	destroy <sup>1</sup>
<b>M1-030</b>	c. Surety	6 years after completion of project	destroy <sup>1</sup>
<b>(M3-105)</b>	<b>Budget, adopted</b>	permanent	maintain in municipality
	<b>Calendars</b>		
<b>M1-040</b>	a. Official Appointment: in electronic or paper format	2 years	destroy <sup>1</sup>
<b>M1-045</b>	b. Desk calendars	1 year	destroy <sup>1</sup>
<b>M1-047</b>	c. Elected officials	Term of office, plus 2 years	destroy <sup>1</sup>
<b>M1-050</b>	<b>Communications/Public Relations</b> (includes speeches, press releases, remarks)	2 years	destroy <sup>1</sup>
<b>M1-055</b>	<b>Complaints</b>	2 years after resolution	destroy <sup>1</sup>

**Schedule M1 - General Administration Records, p. 2**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Contracts:</b>		
<b>M1-065</b>	a. Construction	6 years after completion of project	destroy <sup>1</sup>
<b>M1-070</b>	b. Services and supplies	3 years after expiration	destroy <sup>1</sup>
	<b>Correspondence (in electronic or paper format):</b>		
<b>M1-080</b>	a. Routine <sup>2</sup> , including FOI requests	2 years	destroy <sup>1</sup>
<b>M1-085</b>	b. Policy	permanent	maintain in municipality
<b>(M5-325)</b>	<b>Deeds or easements to town properties</b>	permanent	maintain in municipality
	<b>Disaster Recovery Records</b>		
<b>M1-095</b>	a. Disaster Plan <sup>3</sup>	a. Until superseded	destroy <sup>1</sup>
<b>M1-100</b>	b. Records that would document any disaster recovery activity	b. Permanent	maintain in municipality
	<b>Disposal Requests:</b>		
<b>M1-110</b>	a. RC-075 (Records Disposal Authorization)	permanent	maintain in municipality
<b>M1-115</b>	b. RC-076 (Request for Removal of Personal Data)	1 year after approval	destroy <sup>1</sup>
<b>M1-120</b>	c. Destruction certificates i.e. bonds and notes	Permanent	Maintain in municipality
	<b>Electronic mail messages<sup>4</sup></b>		
<b>M1-125</b>	a. Transitory messages-(i.e. non-record material such as junk mail, publications, notices, reviews, announcements, employee activities, routine business activities, casual and routine communications similar to telephone conversations)	no requirement	delete at will <sup>5</sup>

**Schedule M1 – General Administrative Records, p. 3**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>M1-130</b>	<b>Electronic mail messages<sup>4</sup> cont.</b> b. Less than permanent	Erase after retention period required for equivalent hard copy <sup>6</sup>	destroy <sup>1</sup>
<b>M1-135</b>	c. Permanent or Permanent/Archival (i.e. documenting state policy or policy process, protection of vital public information)	Delete when transferred to paper or microfilm <sup>7</sup>	maintain in municipality
<b>M1-140</b>	<b>Eviction Notices and Notes</b> (refer to M1-200 for evictions related to litigation and M9-050 for Eviction logs)	5 years after resolution	destroy <sup>1</sup>
<b>M1-145</b>	<b>Grant Program Records:</b> including application, proposal, narrative, evaluation and final report (see M3 for grant fiscal records)	6 years after renewal, termination, or final report or audited, whichever is later <sup>8</sup>	destroy <sup>1</sup>
<b>M1-155</b>	<b>Insurance policies, expired</b>	3 years after audit	destroy <sup>1</sup>
<b>M1-165</b>	<b>Intergovernmental Agreements</b>	5 years after expiration	destroy <sup>1</sup>
<b>M1-175</b>	<b>Leases</b>	5 years after expiration	destroy <sup>1</sup>
<b>M1-185</b>	<b>Legal Opinion files</b>	Permanent	maintain in municipality
<b>M1-195</b>	<b>Litigation files and related correspondence</b> (Corporation counsels office): a. Cases that have importance or set legal precedent	25 years after resolution <sup>9</sup>	destroy <sup>1</sup>

**Schedule M1 - General Administrative Records, p. 4**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Litigation files and related correspondence cont.</b>		
<b>M1-200</b>	b. Routine case files, including evictions. (refer to M1-140)	5 years after resolution	destroy <sup>1</sup>
<b>M1-205</b>	c. Claims against the municipality for bodily injury or damage to personal property	5 years or until resolution, whichever comes later	destroy <sup>1</sup>
<b>M1-210</b>	d. Writs, Summons, Complaints (includes Memorandum of Decision)	5 years or until resolution, whichever comes later	destroy <sup>1</sup>
	<b>Meeting Records</b>		
<b>M1-215</b>	a. Agendas	1 year	destroy <sup>1</sup>
<b>M1-216</b>	b. Minutes—all government agencies and bodies including Boards and Commission meetings	Permanent	maintain in municipality
<b>M1-217</b>	c. Municipal staff meetings	5 years at municipal level	destroy <sup>1</sup>
<b>M1-218</b>	d. Schedule of	1 year	destroy <sup>1</sup>
<b>(M9-120)</b>	<b>Motor Vehicle Service Records</b>	Life of vehicle	destroy <sup>1</sup>
<b>M1-220</b>	<b>OSHA Reports</b> —Copies of CONN-OSHA reports and citations	2 years after violation has been abated <sup>10</sup>	destroy <sup>1</sup>
	<b>Policies and Procedures</b>		
<b>M1-225</b>	a. Official record copy	Permanent	maintain in municipality
<b>M1-230</b>	b. Duplicate copies	until superseded	destroy <sup>1</sup>

**Schedule M1 – General Administrative Schedule, p. 5**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Reports, Departmental</b>		
<b>M1-240</b>	a. Annual (record copy)	Permanent <sup>11</sup>	maintain in municipality destroy <sup>1</sup>
<b>M1-245</b>	b. Special/administrative and/or Interim, including copies of reports created for submission to state or federal agencies	2 years	
	<b>Rental of Town Owned Housing, Applications for</b>		
<b>M1-250</b>	a. Accepted	current year, plus 5 years	destroy <sup>1</sup>
	b. Rejected	2 years	destroy <sup>1</sup>
	<b>Tapes: audio or video</b>		
<b>M1-255</b>	a. Zoning	1 year after minutes are approved unless pending appeal, then maintain 1 year after appeal decision	destroy <sup>1</sup>
<b>M1-260</b>	b. All other general meetings	6 months after minutes are approved	destroy <sup>1</sup>
<b>M1-265</b>	c. Security surveillance	2 weeks	recycle <sup>12</sup>
<b>M1-275</b>	<b>Telephone message books</b>	1 year	destroy <sup>1</sup>
	<b>Transcripts</b>		
<b>M1-285</b>	a. Zoning matters	4 years after minutes are approved	destroy <sup>1</sup>
<b>M1-290</b>	b. All other general meetings	6 months after minutes are approved	destroy <sup>1</sup>
<b>M1-295</b>	<b>Vehicle Use Reports and Logs</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M1-300</b>	<b>Voice Mail</b>	delete at will <sup>13</sup>	

**Schedule M1 – General Administrative Schedule, p. 6**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>(M1-210)</b>	<b>Writs, Summons, and Complaints (includes Memorandum of Decisions)</b>	5 years or until resolution of case, whichever comes later	destroy <sup>1</sup>

<sup>1</sup> Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

<sup>2</sup> This means truly routine correspondence. Not included are letters, memos, or forms concerned with financial matters—such as vendors (1) requesting proposals or bids, (2) regarding disputed payments/services/etc. The latter should be retained for the specified retention period. If any dispute over services, payments, etc. occurs, the municipality should start the count at the date of final settlement. This would help ensure that vital records are accessible for a realistic period for review by auditors and other parties.

<sup>3</sup> A disaster plan should include the maintenance of a back-up master tape for important records in an approved off-site storage facility.

<sup>4</sup> See GL #98-1 Electronic and Voice Mail: A Management and Retention Guide for State and Municipal Government Agencies.

<sup>5</sup> May be deleted immediately without obtaining the approval of the Office of the Public Records Administrator.

<sup>6</sup> Retain for equivalent hard copy records as specified in an approved retention schedule. Must be able to interpret and retrieve the data for minimum legal retention requirement.

<sup>7</sup> Microfilm must meet the standards issued in General Letter 96-2: Required Minimum Microfilming Standards for Public Records; Disposition of Original Records: Policy Statement.

<sup>8</sup> Some grant records may have historical value and you may choose to keep them for a longer period of time.

<sup>9</sup> These records should be evaluated for historical/archival value on a case by case basis.

<sup>10</sup> The citation must remain posted until the violation has been abated, or for 3 working days (excluding weekends and state holidays), whichever is later.

<sup>11</sup> If printed in full town report, the annual report does not have to be retained permanently.

<sup>12</sup> If the tapes become evidence in any kind of disciplinary proceeding, litigation, if notice of pending action has been filed with the town clerk CGS §7-101a(d), or otherwise take on a status that would require a longer retention period according to the schedule, the tape would be retained for the amount of time specified by the retention schedule, and until all actions have been resolved.

<sup>13</sup> Special circumstances may apply requiring some limited retention such as potential evidence in legal proceedings (bomb threats, reports of illegal activities); customer complaints about agency policy or service; oral authority by a supervisor to take certain action, with no written back-up, which may be important to retain. Voice mail may also be subject to the discovery process in litigation. In most cases, certified transcription to a readable format would allow deletion of the voice message.

**Municipal Records Retention Schedule M2  
PERSONNEL/LABOR RELATIONS**

**PART 1: PERSONNEL RECORDS**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>Affirmative action records, including ADA:</b>		
M2-010	a. Plans	5 years, or until superseded, whichever is later	destroy <sup>1</sup>
M2-015	b. Complaint files	5 years after last entry	destroy <sup>1</sup>
M2-020	c. Compliance Information (contract compliance)	5 years	destroy <sup>1</sup>
	<b>Applications for employment, including resumes:</b>		
M2-025	a. Hired	duration of employment plus 30 years <sup>2</sup>	
M2-030	b. Not hired, includes Seasonal	2 years	destroy <sup>1</sup>
M2-035	c. Seasonal (hired)	5 years <sup>3</sup>	destroy <sup>1</sup>
	<b>Background Survey of Personnel, including but not limited to polygraph, psychological profiles/testing, credit reports:</b>		
M2-040	a. Hired	duration of employment plus 30 years <sup>2</sup>	
M2-045	b. Not hired	3 years	destroy <sup>1</sup>
	<b>Civil Service Records:</b>		
M2-055	a. Applications	2 years after life of list	destroy <sup>1</sup>
M2-060	b. Examinations	2 years after life of list	destroy <sup>1</sup>
M2-065	c. Test Results (hiring list of eligibles)	2 years after life of list	destroy <sup>1</sup>

**Schedule M2 - Personnel/Labor Relations Records, p.2**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>PART 1: PERSONNEL RECORDS cont.</b>		
	<b>Correspondence (in paper or electronic format):</b>		
(M1-080)	a. Routine <sup>4</sup> , including FOI requests	2 years	destroy <sup>1</sup>
(M1-085)	b. Policy	permanent	maintain in municipality
	<b>Disciplinary records:</b>		
M2-075	a. Not resulting in suspension, dismissal, litigation, EAP or other action.	5 years	destroy <sup>1,5</sup>
M2-080	b. Resulting in further action	duration of employment plus 30 years <sup>2</sup>	
M2-090 *	<b>Employee Assistance Program records</b>	5 years	destroy <sup>1</sup>
M2-100	<b>Employee medical records</b> (does not include Worker's Compensation records or health insurance claim records maintained separately from employer's medical program)	duration of employment plus 30 years <sup>6</sup>	destroy <sup>1</sup>
M2-110	<b>Former permanent employees' files</b>	duration of employment plus 30 years	destroy <sup>1</sup>
M2-120	<b>Health benefit election form, Employee (COBRA)</b>	duration of employment plus 30 years <sup>2</sup>	
M2-130	<b>History cards, employee</b> (Summary of employee time records)	duration of employment plus 30 years <sup>2</sup>	destroy <sup>1</sup>
M2-140	<b>Immigration and Naturalization Service Form (I-9)</b>	3 years after the date of hire or one year after the date employment ends, whichever is later	destroy <sup>1</sup>
	<b>Insurance records:</b>		
(M3-205)	a. Certificate of Insurance, expired	3 years after audit, whichever comes later	destroy <sup>1</sup>
(M3-210)	b. Claim files, including health	6 years after audit, whichever comes later	destroy <sup>1</sup>



**Schedule M2 - Personnel/Labor Relations Records, p.3**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>PART 1: PERSONNEL RECORDS cont.</b>			
<b>Insurance records cont.:</b>			
(M3-215)	c. Group insurance: monthly statements of premiums due, bills, correspondence and related documents	3 years after audit, whichever comes later	destroy <sup>1</sup>
(M3-220)	d. Policies, expired	3 years after audit, whichever comes later	destroy <sup>1</sup>
M2-140	<b>Job specifications</b>	until superseded	destroy <sup>1</sup>
M2-150	<b>Job training program records, including CETA, JTPA, etc.</b>	3 years after audit, whichever comes later	destroy <sup>1</sup>
<b>Leave requests</b>			
M2-160	a. Supervisor's copy	1 year	destroy <sup>1</sup>
M2-165	b. Employee copy (non-records item)	no requirement	destroy <sup>1</sup>
M2-175	<b>Medical certificates</b>	duration of employment plus 30 years <sup>2</sup>	
M2-185	<b>Medical forms/options/changes in medical coverage</b>	duration of employment plus 30 years <sup>2</sup>	
M2-195	<b>Military service, record of</b>	duration of employment plus 30 years <sup>2</sup>	
(M3 Part 2)	<b>Payroll records, including changes</b>	see M3, Part 2	
M2-205	<b>Performance appraisals, employee</b>	duration of employment plus 30 years <sup>2</sup>	
M2-215	<b>Personnel position change forms</b>	duration of employment plus 30 years <sup>2</sup>	
M2-225	<b>Personnel status reports, monthly</b>	1 year	destroy <sup>1</sup>

**Schedule M2 - Personnel/Labor Relations Records, p.4**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>PART 1: PERSONNEL RECORDS cont.</b>		
<b>M2-235</b>	<b>Position request form</b>	2 years	destroy <sup>1</sup>
<b>M2-245</b>	<b>Prior credited service, record of</b>	duration of employment plus 30 years <sup>2</sup>	
<b>M2-250</b>	<b>Recruitment for individual vacancies, Records of</b>	2 years	destroy <sup>1</sup>
<b>M2-255</b>	<b>Retirement forms, including retirement applications; refund of retirement money, etc.</b>	duration of employment plus 30 years <sup>2</sup>	
<b>M2-260</b>	<b>Random Drug Test Results</b> (Refer to 49 C.F.R. §382.401)	5 years or part of permanent employee file <sup>7</sup>	destroy <sup>1</sup>
<b>M2-265</b>	<b>Salary schedules</b>	until superseded	destroy <sup>1</sup>
<b>M2-275</b>	<b>Temporary service in higher class, request for</b>	duration of employment plus 30 years <sup>2</sup>	
<b>M2-285</b>	<b>Training Records, employee, including, but not limited to: employee training course outlines and materials, enrollment and attendance records, applications or requests for employee training. For public safety employee training records see M7-620. Please be aware of any special requirements for the retention of training records for medical personnel, in-service training records for education personnel, etc.</b>	6 years	destroy <sup>1</sup>
<b>M2-295</b>	<b>Transfer, request for</b>	duration of employment plus 30 years <sup>2</sup>	
<b>M2-305</b>	<b>Unemployment slips</b>	duration of employment plus 30 years <sup>2</sup>	

**Schedule M2 - Personnel/Labor Relations Records, p.5**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>PART 1: PERSONNEL RECORDS cont.</b>		
<b>M2-310</b>	<b>Violence/Harassment/Threat Assessment Investigations (including audio and videotapes)</b>	5 years after resolution if no further action taken or until issue is resolved and all litigation is completed <sup>8</sup>	destroy <sup>1</sup>
<b>M2-315</b>	<b>Waiver of appointments</b>	1 year after life of list	destroy <sup>1</sup>
<b>M2-325</b>	<b>Worker's Compensation records</b>	duration of employment plus 30 years <sup>2</sup>	
	<b>PART 2: LABOR RELATIONS RECORDS</b>		
<b>M2-335</b>	<b>Arbitration decisions</b>	5 years	destroy <sup>1</sup>
<b>M2-345</b>	<b>Contract negotiation records</b>	permanent	maintain in municipality
<b>M2-355</b>	<b>Fact finding files</b>	5 years after filing	destroy <sup>1</sup>
<b>M2-365</b>	<b>Grievances, records of</b>	5 years	destroy <sup>1</sup>
<b>M2-375</b>	<b>Labor contracts</b>	permanent	maintain in municipality
<b>M2-385</b>	<b>Mediation: Final Summary Reports</b>	5 years inactive	destroy <sup>1</sup>
<b>M2-395</b>	<b>Municipal Prohibited Practices</b>	10 years from date of filing	destroy <sup>1</sup>

See Endnotes next page.

Schedule M2 – Personnel/Labor Relations, p. 6

<sup>1</sup> Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

<sup>2</sup> Refer to "Former" employees' permanent file.

<sup>3</sup> Provided that these records are not counted towards longevity or retirement. If this is the case, retain duration of employment plus 30 years.

<sup>4</sup> This means truly routine correspondence. If the correspondence relates closely to a record series listed in this schedule, then it must be retained for the amount of time prescribed for that specific record series.

<sup>5</sup> The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements. See *Lieberman v. Board of Labor Relations* (216 Conn.253, August, 1990)

<sup>6</sup> See 29 C.F.R. (Code of Federal Regulations) §1910.1020(d)(1)(i).

<sup>7</sup> If full-time employee, retain with permanent employee file. Refer to 49 C.F.R. §382.401.

<sup>8</sup> Any tapes or notes made during the course of the investigation may not be destroyed until 5 years after resolution and expiration of appeal period; must be aware of any pending litigation.

**Municipal Records Retention Schedule M3  
FISCAL RECORDS**

**PART 1: GENERAL FINANCIAL**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>M3-010</b>	<b>Adding machine tapes</b>	no requirement	destroy
	<b>Audit reports:</b>		
<b>M3-020</b>	a. Duplicates	no requirement	destroy
<b>M3-025</b>	b. Record copy	permanent	maintain in municipality
<b>M3-030</b>	c. Working papers	3 years after filing of audit report	destroy <sup>1</sup>
<b>M3-040</b>	<b>Balance sheets</b>	no requirement	destroy
<b>(M3-280)</b>	<b>Bank books</b>	6 years after cancellation	destroy <sup>1</sup>
<b>M3-050</b>	<b>Bank statements</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
	<b>Bid documents, including RFP's:</b>		
<b>M3-060</b>	a. Construction (accepted and not accepted)	6 years after completion of project or 6 years after filing if not built	destroy <sup>1</sup>
<b>M3-065</b>	b. Service or Supply (accepted and not accepted)	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-075</b>	<b>Billing for Services</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-085</b>	<b>Bills, paid</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>

**Schedule M3 - Fiscal Records, p.2**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>PART 1: GENERAL FINANCIAL cont.</b>			
<b>M3-095</b>	<b>Bond and municipal coupons, paid and canceled (for certificate of destruction refer to M1-120)</b>	until maturity	destroy <sup>1</sup> (See <i>CGS</i> Sec. 7-377a for procedure)
<b>Budget:</b>			
<b>M3-105</b>	a. Adopted	permanent	maintain in municipality
<b>M3-110</b>	b. Preparation documents, including estimates, requests, workbooks, worksheets, recommended budget, etc.	2 years	destroy <sup>1</sup>
<b>M3-115</b>	c. Reports	2 years	destroy <sup>1</sup>
<b>Capital improvement records:</b>			
<b>M3-125</b>	Progress and financial reports on capital projects	3 years or until audited, whichever comes later	These records should be evaluated for historical/ archival value on a case by case basis, depending upon the project documented.
<b>M3-135</b>	<b>Cash books</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-145</b>	<b>Cash (register) receipts</b>	until audited	destroy <sup>1</sup>
<b>M3-155</b>	<b>Checks, canceled, including but not limited to welfare, vendor, payroll, pension, etc.</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-165</b>	<b>Check registers (all)</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-175</b>	<b>Check stubs</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>

**Schedule M3 - Fiscal Records, p.3**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>PART 1: GENERAL FINANCIAL cont.</b>			
<b>M3-185</b>	<b>Deposit slips including fees submitted to Treasurer</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-195</b>	<b>Financial statements:</b> including pension fund, municipal investments, and custodian reports	6 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>(M1-145)</b>	<b>Grant fiscal records</b> (for grant program records, see M1)	6 years after renewal, termination, or final report or audited, whichever is later	destroy <sup>1</sup>
<b>Insurance records:</b>			
<b>M3-205</b>	a. Certificate of Insurance, expired	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-210</b>	b. Claim files, including health	6 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-215</b>	c. Group insurance: monthly statements of premiums due, bills, correspondence and related documents	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>(M1-155)</b>	d. Policies, expired	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>Inventory records:</b>			
<b>M3-230</b>	a. Annual records	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-235</b>	b. Permanent equipment records	update annually	
<b>M3-245</b>	<b>Invoices</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-255</b>	<b>Journals</b> (for payroll journals, refer to M3-410)	3 years or until audited, whichever comes later	destroy <sup>1</sup>

**Schedule M3 - Fiscal Records, p.4**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>PART 1: GENERAL FINANCIAL cont.</b>			
<b>Ledgers:</b>			
<b>M3-265</b>	a. General summary of receipts and disbursements from all funds and accounts	15 years	destroy <sup>1,2</sup>
<b>M3-270</b>	b. Subsidiary, including appropriations and Disbursements	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-280</b>	<b>Passbooks, closed bank accounts</b>	6 years after cancellation	destroy <sup>1</sup>
<b>M3-290</b>	<b>Purchase orders</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-295</b>	<b>Receipt books</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-300</b>	<b>Requisitions</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-310</b>	<b>Sales and Use Tax Returns, CT (OS-114)</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-315</b>	<b>Special fund records</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-320</b>	<b>Travel authorization request</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-330</b>	<b>Vouchers</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>



**Schedule M3 - Fiscal Records, p.5**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>PART 2: . PAYROLL RECORDS</b>			
<b>M3-340</b>	<b>Attachments (garnishments)</b>	3 years after release	destroy <sup>1</sup>
<b>M3-350</b>	<b>Federal Tax Return Documents, including Federal Determination of Error in wage reports and Employers Quarterly Federal Tax Returns (Form 941)</b>	6 years after notice	destroy <sup>1</sup>
<b>M3-360</b>	<b>Employee Deduction Records, including Credit Union, United Way, Deferred Compensation, etc.</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>(M2-130)</b>	<b>History Card, employee</b>	duration of employment plus 30 years	destroy <sup>1</sup>
<b>M3-370</b>	<b>Longevity payments</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-380</b>	<b>Multiple Worksite Report for Employees-Quarterly Earnings (US-5R)</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-390</b>	<b>Overtime pay, record of</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
	<b>Payroll:</b>		
<b>M3-400</b>	a. Changes	6 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-405</b>	b. Checks	6 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-410</b>	c. Journals (for other journals, refer to M3-255)	6 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-415</b>	d. Ledgers	6 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-420</b>	e. Registers	6 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-425</b>	f. Worksheets	no requirement	destroy <sup>1</sup>

**Schedule M3 - Fiscal Records, p.6**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>PART 2: PAYROLL RECORDS cont.</b>			
<b>M3-435</b>	<b>Time records, employee<sup>3</sup></b> (weekly, bi-weekly time sheets, cards)	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-440</b> <b>(M2-130)</b>	a. Leave balances c. Summary (Employee history card)	continuously updated duration of employment plus 30 years	destroy <sup>1</sup> destroy <sup>1</sup>
<b>M3-455</b>	<b>Tuition reimbursement</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M3-465</b>	<b>Withholding exemption certificate</b>	6 years after superseded certificate is filed, or employment is terminated	destroy <sup>1</sup>
<b>M3-475</b>	<b>Withholding tax records, includes W-2's and W-3's and 1099's</b>	6 years	destroy <sup>1</sup>

<sup>1</sup>Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

<sup>2</sup> Some general ledgers from 1901 to 1945 may have historical informational value and should be evaluated on a case by case basis. Retention of samples and/or of ledgers covering many years in this time period may be an appropriate strategy. Ledgers before 1900 should be considered archival records and be retained by the office of origin or another repository approved by the Office of the Public Records Administrator.

<sup>3</sup> Since student, seasonal, and casual workers may claim time toward longevity payments should they become permanent employees, municipalities must keep some record of their service. If the time cards are the only records substantiating service, they serve as employee history cards and must be maintained for duration of employment plus 30 years.

**Municipal Records Retention Schedule M8  
EDUCATION RECORDS**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>A. ADMINISTRATIVE RECORDS<sup>1</sup></b>			
<b>1. Athletic Department records</b>			
<b>M8-005</b>	a. Sports Contract/Student Contract (including signature sheets for student handbooks)	At end of school year for which contract signed	destroy <sup>2</sup>
<b>M8-010</b>	b. Permission slips (to participate in sporting activities)	3 years	destroy <sup>2</sup>
<b>(M11-085)</b>	<b>2. Computer Terminal Sign-up Sheets</b>	1 month	destroy <sup>2</sup>
<b>M8-020</b>	<b>3. Free/reduced meal application and documentation</b>	3 years or until audited, whichever comes later	
<b>M8-030</b>	<b>4. Notification to parents (annual)</b> (regarding Student Behavior and Discipline, Bus Conduct, and Electronic Communications Systems, and the National School Lunch Program)	1 year	destroy <sup>2</sup>
<b>M8-040</b>	<b>5. Policy and Procedures manuals</b>	permanent; revise as required. Keep old policy and procedures separately.	retain permanently <sup>3</sup>
<b>6. Registration records</b>			
<b>M8-050</b>	a. Adult education registration records	3 years or until audited, whichever comes later	destroy <sup>2</sup>
<b>M8-055</b>	b. After school program registration records	1 year	destroy <sup>2</sup>
<b>M8-060</b>	c. Pesticide application notification registration form	5 years (CGS Sec. 10-231c(f))	destroy <sup>2</sup>
<b>M8-065</b>	d. School registration records including residency documentation	3 years or until audited, whichever comes later	destroy <sup>2</sup>

**Schedule M8 – Education Records, p. 2**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>A. ADMINISTRATIVE RECORDS<sup>1</sup> (cont.)</b>		
<b>M8-075</b>	<b>7. Student portfolio work</b> (student produced work for grading assessment)	End of year at which student received grade	destroy <sup>2</sup>
<b>M8-085</b>	<b>8. Student teacher records</b>	2 years	destroy <sup>2</sup>
<b>M8-095</b>	<b>B. CHILD-STUDY TEAM RECORDS<sup>1</sup></b>		
	<b>C. EDUCATION INFORMATION<sup>1</sup> (including but not limited to):</b>		
<b>M8-105</b>	<b>1. Curriculum</b>	Until superceded by new curriculum	destroy <sup>2</sup>
	<b>2. Cumulative records<sup>4</sup></b>		
<b>M8-115</b>	a. Academic achievement (grades/transcripts)	50 years after student leaves the school district <sup>5</sup>	destroy <sup>2,6</sup>
<b>M8-120</b>	b. Attendance records (days absent/present/tardy) <sup>7</sup>	50 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-125</b>	c. Awards	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-130</b>	d. Basic biographical information	50 years after student leaves the school district	destroy <sup>2,6</sup>
<b>M8-135</b>	e. Diagnostic test results (non-special ed)	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-140</b>	f. Extracurricular activities	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-145</b>	g. Letters of recommendation	6 years after student leaves the school district	destroy <sup>2</sup>

**Schedule M8 – Education Records, p. 3**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>C. EDUCATION INFORMATION<sup>1</sup> (Cont.):</b>		
<b>M8-150</b>	h. Parent's <sup>8</sup> /eligible student's signed release forms, if required by school policy <sup>9</sup>	as long as records are maintained	destroy <sup>2</sup>
<b>M8-155</b>	i. Records of immunization <sup>10</sup>	50 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-160</b>	j. Standardized group test scores	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-170</b>	<b>3. Diplomas</b>	6 years after student leaves the school district <sup>11</sup>	destroy <sup>2</sup>
	<b>4. Disciplinary records</b>		
<b>M8-180</b>	a. Detentions	no requirement	destroy <sup>2</sup>
<b>M8-185</b>	b. Incident reports	no requirement	destroy <sup>2</sup>
<b>M8-190</b>	c. Referrals	no requirement	destroy <sup>2</sup>
<b>M8-195</b>	d. Suspensions/expulsions	For expunging the cumulative record, see <i>CGS</i> Sec. 10-233c(e) and 10-233d(f). <sup>12</sup>	destroy <sup>2</sup>
<b>M8-205</b>	<b>5. Enumeration Records/Field Sheets</b>	3 years	destroy <sup>2</sup>
<b>M8-215</b>	<b>6. Grade Books<sup>1</sup></b>	current, plus 1 year	destroy <sup>2</sup>
<b>M8-225</b>	<b>7. Tardy slips from parents/guardians</b>	At completion of school year	destroy <sup>2</sup>
<b>M8-235</b>	<b>D. FAMILY WITH SERVICE NEEDS RECORDS<sup>1</sup></b>	6 years after student leaves the school district	destroy <sup>2</sup>

**Schedule M8 – Education Records, p. 4**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>E. HEALTH INFORMATION<sup>1</sup></b> (including but not limited to)		
	<b>1. Cumulative records</b>		
<b>M8-245</b>	a. Accident reports	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-250</b>	b. Basic school entrance health histories	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-255</b>	c. Child abuse forms	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-260</b>	d. Cumulative health record (CHR-1, original or copy) <sup>13</sup>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-265</b>	e. Emergency care plans	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-270</b>	f. Health assessment records (HAR-3)	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-275</b>	g. Incident reports	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-280</b>	h. Individualized health care plans	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-285</b>	i. Medication administration records	until superseded by yearly summary on CHR-1 or 6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-290</b>	j. Parent authorizations for medications/treatments	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-295</b>	k. Parent's/eligible student's signed release forms, if required by school policy <sup>7</sup>	as long as records are maintained	destroy <sup>2</sup>
<b>M8-300</b>	l. Physician orders for medications/treatments	6 years after student leaves the school district	destroy <sup>2</sup>

**Schedule M8 – Education Records, p. 5**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Period</b>	<b>Disposition</b>
<b>E. HEALTH INFORMATION<sup>1</sup> (cont.):</b>			
<b>M8-305</b>	m. Referral forms for services based on Results mandated screenings	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-310</b>	n. Sports histories and physical-examination Reports	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-320</b>	<b>2. Employee's emergency health information</b>	until superseded or until employee leaves school district	destroy <sup>2</sup>
<b>M8-330</b>	<b>3. Nursing protocols</b>	permanent; revise as required. Keep old copy separately	retain permanently
	<b>4. Nursing records</b>		
<b>M8-340</b>	a. Health assessment data	6 years after student leaves the school district	destroy <sup>2</sup>
<b>(M8-285)</b>	b. Individual-treatment or procedure logs/flow Sheets	see retention period for medication records	
<b>M8-345</b>	c. Nursing process notes	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-350</b>	d. Third-party health records (from hospitals, clinics, and private providers)	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-360</b>	<b>5. Physician's standing orders</b>	permanent; revise as required. Keep old copy separately.	retain permanently
<b>M8-370</b>	<b>6. Student's emergency information card</b>	until superseded or student leaves school district	destroy <sup>2</sup>

**Schedule M8 – Education Records, p. 6**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>M8-380</b>	<b>F. PRIMARY MENTAL HEALTH PROGRAM RECORDS<sup>1</sup></b>	no requirement	destroy <sup>2</sup>
<b>M8-390</b>	<b>G. PROFESSIONAL STAFF'S WORKING PAPERS/NOTES<sup>14,15</sup></b>	no requirement	destroy <sup>2</sup>
<b>M8-400</b>	<b>H. PROGRAM DATA RECORDS</b> Statistical data (including but not limited to): Services provided or professional activities—e.g., number and type of daily visits, number of screenings, number of home visits, caseload records, etc. These records include both raw data files (or logs) and reports. <sup>16</sup>	no requirement	destroy <sup>2</sup>
	<b>I. PUPIL PERSONNEL SERVICES<sup>1</sup></b> (including, but not limited to):		
<b>M8-410</b>	<b>1. School counselor case records</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-420</b>	<b>2. School nurse case records</b>	See E. HEALTH INFORMATION	
<b>M8-430</b>	<b>3. School psychologist case records</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-440</b>	<b>4. School social-work case records</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-450</b>	<b>5. School speech/language pathology case records</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-460</b>	<b>J. REPORTS TO STATE BOARD OF EDUCATION— File Copies</b>	3 years after audit	destroy <sup>2</sup>
<b>M8-470</b>	<b>K. SECTION 504 RECORDS<sup>1,17</sup></b>	6 years after student leaves the school district	destroy <sup>2</sup>



**Schedule M8 – Education Records, p. 7**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>L. SPECIAL EDUCATION and RELATED SERVICES</b> (birth through 21) (including, but not limited to):		
<b>M8-480</b>	<b>1. Assessment/evaluation reports</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-490</b>	<b>2. Due process records, including complaints, mediations, and hearings</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-500</b>	<b>3. Individual Transition Plan (ITP)</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-510</b>	<b>4. Individualized Education Program (IEP) Records</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-520</b>	<b>5. Individualized Family Service Plan (IFSP)</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-530</b>	<b>6. Parent's/eligible student's release forms</b>	as long as records are maintained	destroy <sup>2</sup>
<b>M8-540</b>	<b>7. Planning and Placement Team (PPT) records: notices, meetings, consent forms</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-550</b>	<b>8. Referral forms</b>	6 years after student leaves the school district	destroy <sup>2</sup>
<b>M8-560</b>	<b>9. Test protocol</b>	at discretion of school administration	discard
<b>M8-570</b>	<b>M. STUDENT ASSISTANCE TEAM RECORDS<sup>1</sup></b>	6 years after student leaves the school district	destroy <sup>2</sup>
	<b>N. TRANSPORTATION</b>		
<b>(M1-265)</b>	<b>1. Surveillance videotapes made on school buses</b>	2 weeks	recycle <sup>18</sup>
<b>M8-580</b>	<b>2. Bus routes</b>	3 years	destroy <sup>2</sup>

Schedule M8 – Education Records, p. 8

Item Number	Record Series Title	Minimum Retention Required	Disposition
	O. TRUANCY <sup>1</sup> (including, but not limited to):		
M8-590	1. Record of parent conferences	6 years after student leaves the school district	destroy <sup>2</sup>
M8-600	2. Referrals	6 years after student leaves the school district	destroy <sup>2</sup>

<sup>1</sup> Any student records maintained by the school district that have personally identifiable information must have an access log that is maintained with the records for the same retention period as required for the record.

<sup>2</sup> Municipalities/Boards of Education may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

<sup>3</sup> Policy manuals over 75 years have potential historical value. School districts may request transfer to an appropriate repository.

<sup>4</sup> Copy remains with sending district; original accompanies student.

<sup>5</sup> When student graduates from high school (i.e., receives a diploma), the high school may discard grades K-8 transcripts.

<sup>6</sup> Education records up to and including World War II, may have historical research potential; disposal may include transfer to a local historical repository.

<sup>7</sup> This refers to the attendance record posted to the cumulative record; other attendance records should be maintained for six (6) years after the student leaves the school district.

<sup>8</sup> Any reference to parent in this document includes legal guardian.

<sup>9</sup> If a school district policy requires written consent of the eligible student or parent to release education records to an institution in which the student intends to enroll, written consent must be obtained. In the absence of such policy, however, the Family Educational Rights and Privacy Act (FERPA) stipulates that education records may be released to an institution in which the student intends to enroll *without* written consent of the eligible student or parent, provided there is a reasonable attempt to notify the parent or eligible student that the records were transferred. Upon request, the parent or eligible student must be given a copy of the records that were transferred.

<sup>10</sup> This can be a copy of the student's immunization record.

<sup>11</sup> If student fails to pick up diploma, it must be retained six years after student leaves the school district.

<sup>12</sup> Do not destroy until student graduates from high school.

<sup>13</sup> Copy remains with sending district; original accompanies student (according to CGS Sec. 10-206(d)).

<sup>14</sup> For specific retention periods referring to Special Education, see L.

<sup>15</sup> Includes teacher plan books.

<sup>16</sup> No personal identifiers included.

<sup>17</sup> Section 504 of the Rehabilitation Act of 1973.

<sup>18</sup> If the tapes become evidence in any kind of disciplinary proceeding litigation, if notice of pending action has been filed with the town clerk (CGS Sec. 7-101a(d)), or otherwise take on a status that would require a longer retention period according to the schedule, the tape would be retained for the amount of time specified by the retention schedule, and until all actions have been resolved.