

**Municipal Records Retention Schedule M1  
GENERAL ADMINISTRATION**

<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 ( <i>CGS</i> 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</b> (in electronic or paper format):		
<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	a. Until superseded	destroy 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>Electronic mail messages<sup>4</sup> cont.</b>		
<b>M1-130</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>Litigation files and related correspondence</b> (Corporation counsels office):		
<b>M1-195</b>	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
<b>M1-245</b>	b. Special/administrative and/or Interim, including copies of reports created for submission to state or federal agencies	2 years	destroy <sup>1</sup>
	<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</b> (includes Memorandum of Decisions)	5 years or until resolution of case, whichever comes later	destroy <sup>1</sup>

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<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.