

**Record Retention Committee**

**January 18, 2013**

**9:30 AM**

**90 Washington Street  
3<sup>rd</sup> Floor Conference Room  
Hartford, CT**

- 1) Approve minutes from the July 9, 2012 meeting
- 2) Follow-up from the July 9, 2012 meeting
  - a) Neglect Cases, docket books
  - b) Notice of Administrative Fair Hearing Decisions
  - c) JD-ES-38
  - d) JD-ES-262
  - e) JD-CR-148
  - f) JD-CR-160
  - g) JD-CR-18
  - h) JD-CR-52
- 3) New items to be added to schedule
  - a) Registered/Certified Mail Log
  - b) Fee Waivers
  - c) Advertising Materials
  - d) Receivables
- 4) Update schedule
  - a) CO-17
- 5) Clarification
  - a) Holder of Record
  - b) Client Files