

Record Retention Committee

January 18, 2013

9:30 AM

90 Washington Street

Hartford, CT

The Record Retention Committee met at 9:30 on January 18, 2013 in the third floor conference room at 90 Washington Street, Hartford.

Members in attendance: Peggy George, Daniel Horwitch, Richard Loffredo, James Rushkowski, Joyce Santoro and Rhonda Stearley-Hebert.

1. The minutes from the July 9, 2012 meeting were unanimously approved.
2. The Committee addressed the following items from the July 9, 2012 meeting:

a) Neglect Cases, docket books

Cynthia Cunningham, Chief Clerk for Juvenile Matters, addressed the committee regarding the docket books in neglect cases. The books, which have not been used since approximately 2003, only contain the following information: case name, the time of the case and what the case is scheduled for. No outcomes are recorded in the books. They were used strictly for scheduling purposes. All information contained in the books is also contained in the file and electronically.

It is the recommendation of the committee to remove this item from the Retention Schedule.

b) Notice of Administrative Fair Hearing Decisions

This item is currently listed in two locations on the schedule. Pursuant to the recommendation of the director of Support Enforcement Services, the committee recommended that the item be removed from the "Administration" category and remain in the "Field Office" category.

c) JD-ES-38: Notice of Appeal Transcript Order

JD-ES 262: Transcript Order Non-Appeal

JD-CR-148: Felony Sentencing Transcript (pre October 5, 2009)

JD-CR-160: Order to Official Court Report for Transcript of Felony Sentencing Taking Place on/after October 5, 2009

Pursuant to the recommendation of the deputy director of Court Transcript Services, the committee recommended that the forms be added to the schedule with a retention period of two audits.

- d) JD-CR-18: Inventory of Property Seized Without a Search Warrant
JD-CR-52: Property Seized Under a Search Warrant

It is the recommendation of the committee that the forms be added to the schedule and retained for a period of two audits after the return of compliance is received.

3. The Committee discussed adding the following items to the schedule:

- a) Registered/Certified Mail Log

The committee will follow up with the director of Support Enforcement Services regarding this request.

- b) Fee Waivers

When there is no existing case, the committee recommends that the fee waivers be kept for a period of 90 days following their granting or denial.

- c) Advertising Materials

- i) Practice Book § 2-28A

The committee recommends that materials filed under this section not be included in the schedule because the section itself provides the retention period: one year from the date of filing, unless, at the expiration of the one year period, there is a proceeding pending concerning such materials, in which case the materials that are subject to the proceeding shall be retained until the expiration of the proceeding or for such other period as may be prescribed by the statewide grievance committee.

- ii) Practice Book § 2-28B

If an advisory opinion is issued, the committee recommends a retention period of two years from the date the opinion is issued. If an advisory opinion is not issued, the committee recommends a retention period of two years and thirty days after the submission of the materials.

d) Receivables

The committee recommended adding receivables to the schedule with a retention period of two audits. Joyce Santoro will draft language for the description.

4. The committee considered a request to remove restitution CO-17s from the schedule because the information contained in the CO-17s is contained elsewhere. Following discussion, this request was denied.
5. The committee considered a request regarding client files. Following discussion, the committee determined that the question was not within its jurisdiction.
6. The committee addressed a question regarding who the holder of the record is concerning single state audit records. The Office of Policy and Management is the holder of these records. Internal audit is the holder of the state single audit records Executive Director reports.
7. The committee recommends changing the retention period listed for “Random Audit Records” to specify the time of retention instead of referencing the memo containing the retention period.
8. The recommendations will be forwarded to the Chief Court Administrator for approval.

The meeting adjourned at 10:30