

Records Retention Committee

February 19, 2020

100 Washington Street, Hartford, CT 06106

The Records Retention Committee met at 2:30 p.m. in Room 201 at 100 Washington Street, Hartford.

In attendance were: Joseph Del Ciampo, Christopher Duryea, Martin Libbin, Roberta Palmer, and Joyce Santoro. Cynthia Theran joined the meeting following approval of prior Minutes and Paul Bourdoulous joined for the discussion of Support Enforcement records.

1. The minutes of the August 22, 2018 meeting were unanimously approved following a motion by Joyce and second by Chris.
2. The committee reviewed 12 matters as set forth in the Agenda and a request for a discussion of what is an administrative record, and reached the following conclusions unanimously as to those matters:
 1. The following Fiscal Administration reports will have the retention period modified as follows (motion by Joyce, second by Martin):
 - a. Effective for Fiscal Year 2010 and forward, Monthly STF Reports will be retained for two audits.
 - b. Effective for Fiscal Year 2007 and forward, Statistical Reports will be retained for two audits.
 - c. Effective for Fiscal Year 2003 and forward, Distribution to Towns and Current Balance Reports will be retained for two audits.
 2. The retention period for a supervisor's file is 1 year past the date of the corresponding performance appraisal (motion by Joyce, second by Cindy).
 3. Contract reviews – item passed until next meeting. Adam to draft a proposal.
 4. Paper copy of Electronic Records, including but not limited to Attorney ID forms: Continued to next meeting. Joyce and Chris will work on a proposal for the next meeting based upon what Joyce's office currently does.
 5. JD-ES-145 and JD-GC-24 etc. forms – the request by Statewide Grievance was withdrawn.
 6. JD-ES-97: Chris moved and Roberta seconded that the Keeper of the Record for Judges/FSM Request for Vacation and Personal Leave change from OCCA to Judge's Secretary and that the Keeper of the Record for Letters, Memos and Correspondence pertaining to Judges and FSM attendance be OCCA and Judge's Secretary. The keeper will be the office to which the correspondence is addressed. In addition, with respect to form JD-ES-97, it was agreed that the Administrative Judge or Chief Family Support Magistrate, if he or she scans a copy of the form and forwards that to the OCCA, the Administrative Judge or Chief Family Support Magistrate shall be

- the Keeper of the Record for the original document. The Instructions for Form JD-ES-97 should be amended accordingly.
7. Trust Account Records: Martin moved and Joyce seconded that the Item be changed to "Trust Account Records, daily and monthly financial records and subsidiary listings" and the Description be changed to "Monthly financial records and reports as well as daily trust account records".
 8. ADA Centralized Office Files: Tabled for receipt of recommendations of standards/policy. See item 4, above.
 9. Support Enforcement Records: Joyce moved and Cindy seconded the following changes:
 - a. Under Field Office, the Description for Family Support Magistrate Decisions will read "Copies of Family Support Magistrate decisions that are not part of the court file."
 - b. The Description of "Federal Tax Information Destruction Logs" will be changed to "Required Federal Tax Information Logs", the Retention Period will be 5 years and the Description will be "Various logs required by IRS Publication 1075".
 - c. The Retention Period for Non-IV-D Records will be 3 years.
 - d. The Retention Period for Notice of Fair Hearing Decisions and for SES Case Files will be "3 years or upon federal audit, whichever is longer".
 10. Statewide Grievance Committee Records: The changes approved at the 2018 meeting and subsequently by Judge Carroll need to be added to the Record Retention Schedule.
 11. This is a duplicate of item 6.
 12. A discussion took place regarding whether Court Support Services should include items in the Record Retention Schedule that are contained in a client's case file, since those are not administrative records, at least for purposes of the Freedom of Information Act. It was noted that the Record Retention Schedule is not limited to administrative records, but rather the CCA is authorized to adopt a retention schedule for all records in the Judicial Branch for which there is not a retention period set forth in the statutes or Practice Book. It was noted, for example, that Support Enforcement has various items in the Record Retention Schedule that are part of a client's file. Cindy will discuss changes to the CSSD portion of the Record Retention Schedule with staff at CSSD and submit a proposal for the next meeting.

The next meeting will be scheduled for September 2020. Martin will prepare Minutes and circulate. He will note on a copy of the existing Record Retention Schedule the changes that have been recommended, Joyce will have the changes incorporated into the Schedule and return to Legal Services for verification and submission to Judge Carroll for his approval.

The meeting adjourned at 4:08 p.m.