

Record Retention Committee

July 9, 2012

2:00 PM

**90 Washington Street
Hartford, CT**

The Record Retention Committee met at 2:00 on July 9, 2012 in the Judge Support Services conference room at 90 Washington Street, Hartford.

Members in attendance: Peggy George, Daniel Horwitch, Richard Loffredo, James Rushkowski, Joyce Santoro, and Mary Sitaro

1. The minutes from the November 22, 2011 meeting were unanimously approved.
2. The Committee discussed recommending new items to be added to the schedule:
 - a) Daybooks
Daybooks should be added to the schedule with a permanent retention period. The language from Practice Book section 7-4 will be used as the description.
 - b) JD-ES-105
The form should be added to the schedule with a retention period of 8 years. Fiscal Administration would be the designated record keeper.
 - c) JD-ES-107
The form should be added to the schedule with a retention period of 8 years.
3. The Committee discussed recommending changes to the existing schedule:
 - a) Adding the following as the definition for "Invoices":
Salary invoices temporary employees; transcript invoices used to bill for the production of court transcripts; CO-17s used for all vendor payments, restitution payments, revenue refunds; petty cash replenishments; and similar documents
 - b) Documents related to matters referred to Grievance Panels per Practice Book section 2-29:
The retention period should be revised to read:
2 years after Grievance Panel notifies the statewide bar counsel that the file has been closed with a determination not to file a complaint or that no misconduct has occurred

4. The Committee deferred the following topics to their next meeting:

- a) JD-ES-38
- b) JD-ES-262
- c) JD-CR-148
- d) JD-CR-160
- e) Notice of administrative fair hearing decisions
- f) JD-CR-18
- g) JD-CR-52
- h) Neglect cases, docket books

5. The recommendations will be forwarded to the Chief Court Administrator for approval.

The meeting adjourned at 2:50