

Records Retention Committee

August 22, 2018

100 Washington Street, Hartford, CT 06106

The Records Retention Committee met at 2:00 p.m. in the third floor conference room at 100 Washington Street, Hartford.

Members in attendance were: Martin Libbin, Joyce Santoro, Christopher Duryea, Rhonda Stearley-Hebert and Cynthia Theran. Also in attendance was Joseph Del Ciampo.

1. The minutes of the December 19, 2016 meeting were approved by a vote of 4 in favor, none opposed and Chris abstained.
2. The committee reviewed 14 matters as set forth in the agenda and unanimously reached the following conclusions as to those matters:
 - a. Support Enforcement Services Files and Form JD-FM-14: Add SES file with a 3 year retention period, and add JD-FM-14 form with the same retention period as JD-ES-166.
 - b. Judge Support Services: Create an Office of Chief Court Administrator (OCCA) tab and move requested records from Judge Support Services to OCCA.
 - c. Fiscal Administration/Financial Services: Tabled. Joyce to discuss with Executive Director.
 - d. Connecticut Bar Examining Committee: Requests approved to change Bar Exam Essay Books to Bar Exam Essay and Performance Test Answer Books, as well as to add (1) Authorized House Counsel Applications and Materials with a retention period of 5 years from revocation of status, and (2) UBE Score Transfer Applications and Material with a 5 year retention period from date of admission.
 - e. Disability Barrier Report: This item will be removed from the schedule.
 - f. Time Out Slips: No action taken, as this item is already addressed on page 1 as part of Attendance Records for which there is a retention period of 2 audits. It was noted that various offices use different systems, some of which are electronic, but if a paper copy is used, it was suggested that the person doing attendance retain the original signed time out slip and provide a copy back to the employee.
 - g. Jury: The request to add paper copies of confirmations and letters as well as undeliverable mail for 3 court years was approved.
 - h. Material Management: The request to change the keeper of records for state car records from Supervisor of Office to the Materials Management Business Support Unit was approved.
 - i. Employee Education and Development: The request to add Employee Education and Development Unit was approved with the following changes:

Course Content, Program and Event Files, Course, Program and Event Materials/Handouts, and Student Registration and Attendance Records shall be retained for 2 audits instead of 5 years. In addition, Committee Agenda and Meeting Minutes will be removed from the proposal as they are subject to a 10 year retention period as set forth on page 1 of the existing record retention schedule for Committee Files. Similarly, Grants/ MOAs, Purchasing contracts for Vendor Trainers will be removed from the proposal as they are covered by the provisions on page 2 of the existing record retention schedule for Federal Grant Files and Records.

- j. Support Enforcement Personnel Files: Tabled. Joyce to see what the Executive Branch does and Martin to check with Brian Hill as to any proposal.
- k. Contract Reviews: Adam Mauriello will draft proposed language for review.
- l. Paper Copies of Electronically Scanned Records: Tabled for review of COSCA guidelines which are to be forwarded to Committee by Sandra Diette.
- m. JD-ES-145: Tabled. Martin to consult with Mike Bowler re: adding form and retention period.
- n. Statewide Grievance Committee: Recommended changes to documents related to matters referred to Grievance Panel, Documents related to Reports from the National Disciplinary Data Bank, Lawsuits against the Statewide Grievance Committee, Random Audit Records, Records Concerning Overdrafts and proposed new listings for Authorized House Counsel Deactivation Letters and material, Multi-Jurisdictional Practice Filings, Pro Hac Vice Deactivation Letters and material, Audits conducted pursuant to SGC orders, court orders or arising in the disciplinary process, and Retirement Forms and related material were all approved as proposed.

The meeting adjourned at 3:53 p.m.