

## **Record Retention Committee**

**October 11, 2013**

**9:00 AM**

**90 Washington Street**

**Hartford, CT**

The Record Retention Committee met at 9:00 a.m. on October 11, 2013 in the third floor conference room at 90 Washington Street, Hartford.

Members in attendance: Maureen Finn, Peggy George, Richard Loffredo, Joyce Santoro, Mary Sitaro and Rhonda Stearley-Hebert. Scott Morrison attended in place of Cynthia Theran.

1. The minutes from the January 18, 2013 meeting were unanimously approved.
2. The Committee unanimously agreed to amend the schedule as follows:
  - a) Transfer of Judicial Property forms (JD-ES-261)  
  
Add "Supervisor of the office initiating/receiving transfer of equipment" as the record keeper
  - b) Expense Reports  
  
Add the following to the description: Form JD-ES-167 (In-State Expenses) for tuition, conferences, parking, CDL fees for Judicial Marshals and other miscellaneous employee reimbursements; and Form JD-ES-168 (Out of State Travel) for reimbursing employees when traveling out of state for business for conference registration, transportation, hotel accommodations, meals, etc..
  - c) Mileage Records  
  
Replace the current description with the following: Form JD-ES-166 (In-State Travel Personal Vehicle) for employees submitting mileage reimbursement for business use of personal vehicle; and For JD-ES-104 (Monthly Commuting Expense Report) for Judges, Senior Judges and Judge Trial Referees submitting mileage reimbursements for business use of personal vehicle.

- d) Miscellaneous Employee Reimbursements

Remove this item from the schedule as the items are covered under the “Mileage Records” and “Expense Reports” listings.

3. The Committee unanimously agreed to add the following item to the schedule:

- a) Prison Rape Elimination Act (PREA) data

Add to the schedule the sexual abuse data collection that is required under the PREA standards. The retention period is for 10 years after the date of initial collection. The record keeper is the Branch PREA Coordinator.

4. The committee request to consider adding certified mail log to the schedule was withdrawn.

5. The committee began discussions on how to best update the current schedule and on how to address retention periods for electronic records. These discussions will continue at the next meeting.

6. The committee rejected a request to reduce the retention period for family service files in criminal domestic violence matters in cases when the defendant passes away.

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

The meeting adjourned at 10:30 a.m.