

## **Record Retention Committee**

**November 22, 2011**

**3:00 PM**

**90 Washington Street  
Hartford, CT**

The Record Retention Committee met at 3:00 on November 22, 2011 in the 3<sup>rd</sup> floor conference room at 90 Washington Street, Hartford.

Members in attendance: Daniel Horwitch, Richard Loffredo, James Rushkowski, Joyce Santoro, Rhonda Stearley-Hebert and Mary Sitaro

1. Rich announced that Peggy George has been added as a new member to the Committee.
2. The minutes from the December 3, 2010 meeting were unanimously approved as amended by changing “memorandums” to “memoranda” in section 4.
3. The Committee discussed recommending adding new items to the schedule:
  - a) Delinquency, Family with Service Needs and Youth in Crisis dockets: the Committee unanimously agreed to recommend adding this to the schedule with a retention period of two years from the date of the docket.
  - b) Conciliation records: the Committee unanimously agreed to recommend adding this to the schedule with a retention period of one year after the report is filed.
  - c) Random audit records, Statewide Grievance Committee: the Committee unanimously agreed to recommend adding this to the schedule with a retention period of “As determined by directive from the Chief Court Administrator.”
  - d) Daybook: the Committee decided not to make any recommendation at this time. Additional input will be sought.
  - e) Certificate of Transfer and File Receipt (JD-CV-87): the Committee unanimously agreed to recommend adding this to the schedule with a retention period of two audits.
  - f) Treasurers Journal, Juvenile: the Committee unanimously agreed to recommend adding this to the schedule with a retention period of two audits.
  - g) JSS records: The Committee unanimously agreed to add “Letters/Memos/Correspondence pertaining to Judges’ Attendance” to the schedule with a retention period of 8 years.
4. The Committee discussed recommending changes to the existing schedule:

a) JSS records: the Committee unanimously agreed to recommend changing those items with a retention period of “To be determined” to “8 years.” The Committee also unanimously agreed to remove “Judges/FSM, Master Attendance Logs” from the schedule.

b) Bail records, CSSD: the Committee unanimously agreed to recommend the following changes:

i) Alcohol Education Program files: reduce retention period to 10 years from case disposition

ii) Drug Education Program files: reduce retention period to 5 years from case disposition (records must be kept electronically for 10 years)

iii) Electronic Case Data Record: reduce retention period to 10 years from case disposition

iv) Jail Re-Interview files: reduce retention period to 5 years from case disposition

v) Pre-Trial Supervision files: reduce retention period to 5 years from case disposition

vi) School Violence files: reduce retention period to 5 years from case disposition

c) Neglect cases, docket books: the Committee decided not to make any recommendation at this time. Additional input will be sought.

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

The meeting adjourned at 3:37