

## **Record Retention Committee**

**December 3, 2010**

**10:00 AM**

**90 Washington Street**

**Hartford, CT**

The Record Retention Committee met at 10:00 on December 3, 2010 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. The Committee discussed the draft form entitled "Records Pending Destruction." Following discussion, the Committee unanimously agreed to adopt the form, subject to removing the language in the instructions regarding items with a retention period of "Discretion of holder." The form will be amended once policy 1210 is amended to include such language.
2. The Committee discussed recommending new items to the schedule:
  - a) Account Corrections: the Committee unanimously agreed to recommend adding this to the "General Records" section of the schedule with a retention period of two audits.
  - b) Overtime Reports: the Committee unanimously agreed to recommend adding this to the "General Records" section of the schedule with a retention period of two audits.
  - c) JASMIN Corrections: the Committee unanimously agreed to recommend adding this to the "General Records" section of the schedule with a retention period of two audits.
  - d) Monthly Revenue Transfer: the Committee unanimously agreed to recommend adding this to the "General Records" section of the schedule with a retention period of two audits.
  - e) ADA documentation: the Committee unanimously agreed to recommend adding this to the schedule under Court Operations section with a retention period of three years from the date of final action.
  - f) Appearance Bonds: The Committee unanimously agreed to recommend adding this to the schedule under Court Operations with a retention period of two audits.
  - g) Delinquency, Family with Service Needs and Youth in Crisis Dockets: Following discussion, the Committee decided to not make any recommendations at this time.
3. The Committee discussed amending policy 1210. Following discussion, the Committee unanimously agreed to recommend that the policy be amended to (1) reference the

adopted form; (2) include language that those items with a retention period of “discretion of holder” do not have to be included on the form submitted to Internal Audit; and (3) define “management” for terms of the policy.

4. The Committee discussed the proper location of memoranda of agreement within the schedule. Following discussion, the Committee unanimously agreed to recommend that they should be moved from the Legal Services’ section and moved to the “General Records” section.

5. Following discussion, it was determined that the Committee would not take any action at this time on the proposals submitted by CSSD to amend the schedule as it relates to bail.

The meeting adjourned at 11:05