

## Records Retention Committee

December 19, 2016

100 Washington Street, Hartford, CT 06106

The Records Retention Committee met at 11:10 a.m. in the third floor conference room at 100 Washington Street, Hartford.

Members in attendance were: Maureen Finn, Martin Libbin, Roberta Palmer (for Margaret George) (joined at approximately 11:20), Joyce Santoro, Mary Sitaro, Rhonda Stearley-Hebert and Cynthia Theran.

1. The minutes of the October 11, 2013 meeting were approved by a vote of 5 in favor, none opposed and 1 abstaining.
2. The committee reviewed 17 matters as set forth in attachment 1, some of which were duplicates, and reached the following conclusions as to those matters:
  1. Court Operations needs to recommend a specific record retention schedule with respect to the SSI Activity Log (form JD-FM-14) and SES UIFSA and JD files. Martin will notify Kate Casaubon to work with SES to come up with a specific recommendation, but it was noted that form JD-FM-14 probably should be retained for 2 audit periods, since it is the support for the mileage reimbursement reports which must be retained for 2 audit reports.
  2. It was determined that in accordance with page 27 of the current records retention schedule, each clerk's office is the keeper of the records for its deposit slips and cash register receipts stored at the Records Center, and therefore the respective clerk's offices must authorize destruction of those records. Martin will notify Mike DiDonato, Records Center, of this decision.
  3. This request was withdrawn in accordance with the minutes of the October 11, 2013 meeting.
  4. This request was withdrawn in accordance with the minutes of the October 11, 2013 meeting.
  5. This request was withdrawn per Mary Sitaro, who noted that it was being handled in a similar manner to item #2, above, in that JIS contacts the data owner for approval.
  6. The request to change from 2 audits for financial records to "3 years or audited, whichever is later" was denied as there is a need to be able to review records in the event of larceny or other felonies for which the criminal statute of limitations is 5 years. Martin will notify Tom Sitaro.
  7. Court Operations needs to recommend a retention period to be adopted for attorney retirement forms and e-services exemption forms. Maureen will follow-up on the attorney retirement forms and Roberta will follow-up on the e-services exemption forms.

8. Court Operations needs to recommend a retention period to be adopted for the JD-ES-145, Law Firm Application or Change (firm juris applications). Maureen will follow-up on this.
9. Administrative Services Division's proposed Record Retention Changes January 2014 were approved with the following exceptions: Under Budget and Planning, change Lease Files and Schedule to Lease Payments; Fiscal Admin. Is to continuing to retain senior judge and referee bi-weekly attendance salary for 8 years; Grants Management on page 34 will be Grant Application/Award/Revision and this will be deleted from Fiscal Administration; Addition of LMS is tabled and Joyce Santoro will follow-up on this.
10. Part 1, concerning definition of Administrative Records, was tabled. Sandi Diette will check on best practices and report back to the Committee. Part 2, concerning JB-CSSD Family Services Intensive Case Management e-mails, the Committee recommended the following actions: review the original court records and if it stated only "successful/unsuccessful" completion, then it is okay to delete the e-mail, however, if the details of the agreement were only documented in the FRC's e-mail, it should be retained as supporting documentation. Part 3, concerning Form 149, the Committee determined that once Family Relations' staff confirm that the original form is in the court e-file, they may destroy their copy of the form.
11. This request was tabled. SES needs to provide specifics as to the schedule requested, as opposed to requesting to mirror DSS.
12. Martin Libbin will write to Pam Meotti to inquire who the Supreme and Appellate Court wish to designate to authorize the destruction of administrative records.
13. This was part of item #2, above.
14. This was part of item #1, above.
15. Court Operations needs to recommend a retention period for items 2, 3, 4, 6, 7 and 8. Roberta Palmer will follow-up on this.
16. This was part of item #7.
17. This was part of item #11.

The meeting adjourned at 1 p.m.