

**RECORDS PENDING  
DESTRUCTION**

JD-ES-261 Rev. 11-13

STATE OF CONNECTICUT

**JUDICIAL BRANCH**

www.jud.ct.gov

**Instructions**

1. See Records Retention Policy 1210.
2. Items can be listed on the form up to six months prior to destruction.
3. Complete this form and submit to authorizing person.
4. Authorizing person sends original to address below.
5. One copy will be returned to the requester when Internal Audit concurs with interpretation of policy.
6. Keep a copy for your records.

*For Internal Audit Use Only*

Document reference number

**To: Internal Audit, 80 Washington Street, Hartford, CT 06106**

Name and address of unit

Date of Record Retention Schedule Used

Signature of authorizing person

Name and title of authorizing person

Date authorizer approves

Name of person requesting

Telephone number

E-mail address

**Section 1: Items Pending  
Destruction***For Internal Audit Use Only*

Audit Report date Two Audit Periods Eligible period ED Notice date Request Number Date Received

| Records Retention Schedule Item | Page Number on Schedule | Date to be Destroyed | Dates of Records |    | Concurs with Policy | Not Eligible for Destruction | Not on Retention Schedule |
|---------------------------------|-------------------------|----------------------|------------------|----|---------------------|------------------------------|---------------------------|
|                                 |                         |                      | From             | To |                     |                              |                           |
| 1                               |                         |                      |                  |    |                     |                              |                           |
| 2                               |                         |                      |                  |    |                     |                              |                           |
| 3                               |                         |                      |                  |    |                     |                              |                           |
| 4                               |                         |                      |                  |    |                     |                              |                           |
| 5                               |                         |                      |                  |    |                     |                              |                           |
| 6                               |                         |                      |                  |    |                     |                              |                           |
| 7                               |                         |                      |                  |    |                     |                              |                           |
| 8                               |                         |                      |                  |    |                     |                              |                           |
| 9                               |                         |                      |                  |    |                     |                              |                           |
| 10                              |                         |                      |                  |    |                     |                              |                           |
| 11                              |                         |                      |                  |    |                     |                              |                           |
| 12                              |                         |                      |                  |    |                     |                              |                           |
| 13                              |                         |                      |                  |    |                     |                              |                           |
| 14                              |                         |                      |                  |    |                     |                              |                           |
| 15                              |                         |                      |                  |    |                     |                              |                           |

Internal Audit concurs items are in accordance with policy.

Signature

Name and title

Date

**Section 2: If you have recommendations for changes to Policy 1210 Records Retention Schedule, please describe below and item will be forwarded to the Records Retention Committee.**

| Change Code (A = Add, D = Delete) | Records Retention Schedule Item | Page Number on Schedule | Retention Period | Additional Information |
|-----------------------------------|---------------------------------|-------------------------|------------------|------------------------|
| 1                                 |                                 |                         |                  |                        |
| 2                                 |                                 |                         |                  |                        |
| 3                                 |                                 |                         |                  |                        |
| 4                                 |                                 |                         |                  |                        |
| 5                                 |                                 |                         |                  |                        |

Feedback will be provided after the committee has considered the recommendation.