

STATE AGENCIES' RECORDS RETENTION/DISPOSITION SCHEDULE
S10: PUBLIC SAFETY AND EMERGENCY SERVICES RECORDS
(Effective: 03/2010)



STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

1. **AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
2. **SUPERSEDENCE:** This is a new schedule that was developed using the Municipal Public Safety Schedule M7.
3. **FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
4. **DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.
5. **FOIA EXEMPTION:** Pursuant to CGS §1-210(b)(3), law enforcement records not otherwise available to the public, if disclosed, would not be in the public interest, are exempt from release under the Freedom of Information Act (FOIA).
6. **CASE INVESTIGATION RECORDS:** Case investigation records include, but are not limited to: prisoner property sheets, arrest and booking sheets, tapes and reports, evidence logs, related field notes, property records, witness statements, *Connecticut On-Line Law Enforcement Communications Teleprocessing System* (COLLECT) print outs, and laboratory reports.

Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
A. ADMINISTRATIVE RECORDS					
(S1-015)	Accreditation Records	Consists of records that document the accreditation process from accrediting and regulatory bodies. Including but not limited to: data, correspondence, other supporting documentation, reports received from study committees of accreditation associations and suggestions and recommendations concerning organizational structure and administration.	5 years from date accreditation granted, or until next accreditation, whichever is later	Destroy after receipt of signed Form RC-108	
S10-010	Alarm Records – Alarm System Registrations		Current year plus 1 year	Destroy after receipt of signed Form RC-108	
S10-020	Alarm Records – Alarm Response Worksheet / Report	Consists of worksheets and reports for alarm response when no investigation is necessary.	Current year plus 1 year	Destroy after receipt of signed Form RC-108	See S3-180 for billing for false alarm fines.
S10-030	Cash Bond Records	Consists of records that document bonds for bail. Including but not limited to: receipts for posting bonds.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-040	Fire Prevention & Public Safety Programs	Includes community-oriented programs and initiatives (e.g., identity theft, child seat safety, "Click It or Ticket" and underage drinking).	3 years	Destroy after receipt of signed Form RC-108	
S10-050	Pawnbrokers Weekly Reports	Consists of weekly sworn statements of transactions by pawnbrokers.	1 year from date of report	Destroy after receipt of signed Form RC-108	Pursuant to CGS §21-43.
S10-060	Permit Applications, Non-Weapon	Consists of records that document non-weapon permit applications process (e.g., raffles). Including but not limited to: applications, permit reviews or approvals/denials.	1 year from date permit expires	Destroy after receipt of signed Form RC-108	
(S1-440)	Reports	Consists of administrative, special, and interim reports. May include reports created for submission to state or federal agencies or legislative committees.	2 years from date of report	Destroy after receipt of signed Form RC-108	See S1-030 for annual reports. See S1-380 for publications. For grant funded projects, use the retention period required by the grant. May contain historical value – contact State Archivist prior to disposition.
(S1-450)	Schedules, Staff Assignment	Consists of records that document location or duty assignments for agency staff. Including but not limited to: desk schedules, duty rosters, staffing assignments (including logs), staffing worksheets and work assignment change forms.	2 years	Destroy after receipt of signed Form RC-108	
B. CALLS FOR SERVICE RECORDS					
S10-070	Calls for Service	Consists of all calls for service. Including but not limited to: initial incident cards, computer-aided dispatch (CAD) records, and activity records, including blotters (daily record of activities), logs, field interviews, and situation reports.	Current year plus 2 years	Destroy after receipt of signed Form RC-108	Anything printed for evidentiary value should be retained with original case file.
S10-080	Dispatch Recordings	Including but not limited to: alarm call printer tapes, incoming / outgoing (digital or analog) 911 and routine calls; ANI / ALI (Automatic Number Identifier / Automatic Location Identifier) information; and automated phone dialing (e.g., reverse 911 calls or calls to senior citizens, homebound citizens, and ill residents).	30 days from date of recording, unless notice of pending action has been filed	Destroy or recycle	<i>State v. Cain 223 Conn 731.</i>

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-090	Dispatch Logs	Consists of logs created during temporary power loss to online dispatch system to document radio transmissions, issue event or report numbers, and written dispatch cards.	Current year plus 2 years	Destroy after receipt of signed Form RC-108	
S10-100	Mobile Data Transmissions	Consists of Mobile Data Computer (MDC) and Mobile Data Terminal (MDT) transmissions.	30 days from date of recording, unless notice of pending action has been filed	Destroy or recycle	Anything printed for evidentiary value should be retained with original case file.
C. COURT ISSUED RECORDS					
S10-110	Court Abstracts	Consists of summaries of court actions issued by the court. Reference copy for administrative purposes only.	No requirement	Destroy	
S10-120	Court Orders	Consists of criminal protective orders, civil restraining orders, transfers of property, eviction notices, and other written legal notifications or rulings.	Retain with case file, if one exists, otherwise retain 1 year past expiration date (if there is no expiration date, retain permanently)	Destroy after receipt of signed Form RC-108	Official record maintained by Judicial Department in COLLECT system.
S10-130	Court Transmittals	Consists of log of arrest information submitted to the courts by law enforcement agencies.	Current year plus 1 year	Destroy after receipt of signed Form RC-108	
D. FIRE DEPARTMENT RECORDS					
S10-140	Building Fire Protection System Files	Consists of as-built system installation drawings, hydraulic calculation, original acceptance test records, and device manufacturer's data sheets.	Life of system [2008 NFPA 25 4.4.4]	Destroy after receipt of signed Form RC-108	NFPA is the National Fire Protection Association.
S10-150	Building Fire Protection System Inspection Files	Consists of records that document NFPA mandated testing (e.g. sprinkler systems, standpipe and hose systems, and storage tanks).	1 year after the next inspection, test, or maintenance required by the standard [2008 NFPA 25 4.4.5]	Destroy after receipt of signed Form RC-108	
S10-160	Building Plans and Specifications	Consists of building plans and specifications submitted to fire department. Reference copy for administrative purposes only.	No requirement	Destroy	Fire Marshal retains the official plans and specifications for the life of the building as part of the Building Permit Files (S10-240).
S10-170	Explosive Permits	Consists of explosive and blasting permits. Including but not limited to: applications for permit, reviews, and authorizations.	3 years from date of permit, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-180	Fireworks Display Permits	Consists of permit applications, reviews and authorizations for site locations.	6 months from date of site inspection	Destroy after receipt of signed Form RC-108	
S10-190	Fire Alarm Test Records	Consists of records that document the testing of fire alarm systems.	1 year from date of alarm test	Destroy after receipt of signed Form RC-108	
S10-200	Firefighting Equipment Inspections	Consists of records that document the inspection of firefighting equipment. Including but not limited to: annual vehicle inspections, daily driver inspections of vehicle fire hoses and ladders, and inspections of other firefighting equipment.	Current year plus 2 years	Destroy after receipt of signed Form RC-108	29 CFR §1910.156(d); NFPA §1962 5.1.3 requires hose inspection records be kept as part of complete inventory record and as part of permanent hose record.
(S1-135)	Fire Extinguisher Inspection Records	Consists of records that document the inspection and annual maintenance checks of portable fire extinguishers pursuant to OSHA standards.	1 year after the last entry, or the life of the shell, whichever is less [29 CFR §1910.157]	Destroy after receipt of signed Form RC-108	
S10-210	Fire Valve Inspection Records	Consists of records that document the inspection of fire valves. Including but not limited to: monthly fire valve inspection records.	Current year plus 2 years	Destroy after receipt of signed Form RC-108	
(S10-340)	Fire Investigation Records – No Death	Consists of case investigation records that do not involve death.	10 years from date of report	Destroy after receipt of signed Form RC-108	If the fire resulted from criminal activity, there will be a separate file maintained by law enforcement agencies.
(S10-350)	Fire Investigation Records – Death	Consists of case investigation records that involve death.	Permanent	Retain in agency	If the fire resulted from criminal activity, there will be a separate file maintained by law enforcement agencies.
S10-220	National Fire Investigation Reporting System	Consists of incident reporting system maintained on firehouse computer system.	Continuously updated	No requirement	
(S1-250)	Occupational Safety and Health Records	Consists of occupational safety and health records. Including but not limited to: annual summaries, OSHA 300 logs, OSHA 301 incident report forms, chemical storage, hazardous chemical inventory forms, and safety records.	5 years after end of year to which record relates [29 CFR §1904.33]	Destroy after receipt of signed Form RC-108	Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA), must annually submit inventory form to the Local Emergency Planning Committee (LERC), State Emergency Response Commission (SERC), and the local fire department.

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
E. FIRE MARSHAL / BUILDING INSPECTOR					
S10-230	Building Inspection Files	Consists of records that document inspections (e.g. fire alarms, emergency lights, HVAC systems/fire dampers, and fire doors/fire shutters) as required by state fire and building codes. Including but not limited to: written reports, notices of discrepancies, and/or code violations.	Until superseded	Destroy after receipt of signed Form RC-108	
S10-240	Building Permit Files	Consists of records that document issuing of building permits. Including but not limited to: applications, plans, original and revised building plans and specifications, written reports and permits, and fire lane designations.	Life of structure	Destroy after receipt of signed Form RC-108	State Building Code requires two sets of construction documents to be filed with building inspector (one is returned to the applicant with the building permit).
S10-250	Fire Drill Records	Consists of records that document fire drills as required by NFPA code.	5 years from date of drill	Destroy after receipt of signed Form RC-108	
S10-260	Certificates of Occupancy (CO)		Life of structure	Destroy after receipt of signed Form RC-108	
F. FIREARMS / DANGEROUS WEAPONS RECORDS					
S10-270	Permits to Carry or Sell Dangerous Weapons	Consists of permits to carry or sell dangerous weapons, as defined in CGS§53-206 and pertaining to weapons permit application process as determined by CGS §29-28 ff.	5 years from date permit expires	Destroy after receipt of signed Form RC-108	PA 99-212 repealed the requirement for permit to carry dangerous weapons and created a prohibition to carry.
S10-280	Permits to Carry or Sell Firearms – Issued	Consists of permits to carry or sell firearms. Including but not limited to: requests for application, applications, and permits.	5 years from date permit expires	Destroy after receipt of signed Form RC-108	
S10-290	Permits to Carry or Sell Firearms – Denied / Revoked	Consists of records pertaining to weapons permit application process as determined by CGS §29-28 ff.	10 years from date of denial or revocation	Destroy after receipt of signed Form RC-108	Permits can be renewed every five years; Department of Public Safety (DPS) retains two cycles of records.
S10-300	Purchase Records – Dangerous Weapons	Consists of records that document purchases of dangerous weapons. Including but not limited to: weapon transfers and voluntary registration.	Permanent	Retain in agency	PA 99-212 repealed the requirement for reporting sales to local officials.
S10-310	Purchase Records – Firearms	Consists of records that document purchases of firearms. Including but not limited to: weapon transfers and voluntary registration.	Permanent	Retain in agency	Department of Public Safety (DPS) Special Licensing and Firearms Unit maintains original permanently.

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
G. HOLDING FACILITIES (LOCK-UPS / JAILS) RECORDS					
S10-320	Prisoner Activities Log	Consists of records that document activities of prisoners. Including but not limited to: check-in, check-out screening forms.	Current year plus 1 year, unless notice of pending action has been filed	Destroy after receipt of signed Form RC-108	
(S10-530)	Prisoner Recordings	Consists of audio / video recordings of prisoners.	30 days from date of recording, unless notice of pending action has been filed	Destroy or Recycle	Booking tapes are part of the case file and should be retained for the length of the case file.
H. PUBLIC SAFETY RECORDS					
Pursuant to CGS §54-76b through §54-76o, juvenile and youthful offender material is kept separate from adult records, but for the same retention period. When a case or incident crosses boundaries of a records series, go to the highest retention period.					
S10-330	Animal Control Officer (ACO) Monthly Reports		3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	Other records created by the ACO should follow the retention periods specified elsewhere on this schedule. CGS § 22-334.
S10-340	Case Investigation Records – No Death	Consists of case investigation records that do not involve death. Including, but not limited to, non-fatal accidents (motor vehicle, airplane, boating, and all other accidents), felonies, infractions, misdemeanors, solved missing persons, and stolen motor vehicles or license plates.	10 years from date reported [CGS §7-282; §29-10c for non-fatal accidents]	Destroy after receipt of signed Form RC-108	
S10-350	Case Investigation Records – Death	Consists of case investigation records that involve death. Including, but not limited to fatal accidents (motor vehicle, airplane, boating, and all other accidents), capital felonies, homicides, unsolved missing persons, suicides and unidentified bodies	Permanent [CGS §54-193b]	Retain in agency	Pursuant to CGS §54-193b, there shall be no limitation of time within which a person may be prosecuted for a capital felony, a class A felony, or a violation of §53a-54d or §53a-169.

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-360	Case Investigation Records – Erased Records	Consists of arrest reports where charges have been nolleed or dismissed or erased.	3 years from date of the final disposition upon written request of accused [CGS §54-142a(e)]	Destroy after receipt of signed Form RC-108	Pursuant to CGS §54-142a (e), erasure and physical destruction of criminal records are not the same. After 13 months, a nolleed record is treated as an erased record; Individual identification records, as governed by § 29-12 and § 29-15, are not subject to erasure per the Connecticut Supreme Court decision in State v. West, 184 Conn. 192 Conn. 488 (1984). See S10-470 for criminal history disclosure dissemination files.
S10-370	Case Investigation Records – Intelligence Files	Consists of records that document case investigations on individuals, groups, or organizations suspected of participating in illegal activities.	15 months after creation	Destroy after receipt of signed Form RC-108	See CGS §1-216 regarding uncorroborated allegations.
S10-380	Case Investigation Records – Uncorroborated Allegations	Consists of records that document case investigations of alleged criminal activity that have not been supported by additional and confirming facts or evidence.	15 months after creation [CGS §1-216]	Destroy after receipt of signed Form RC-108	Pursuant to CGS §1-216, these records shall be reviewed by the law enforcement agency one year after the record is created. If existence of alleged criminal activity cannot be corroborated within 90 days of the commencement of such review, the law enforcement agency shall destroy the records.
S10-390	Case Investigation Records – Sex Crimes, Convicted	Consists of records that document case investigations of sex crimes other than those against a minor.	Life of offender or release of obligation [CGS §54-251 to §54-254]	Destroy after receipt of signed Form RC-108	CGS §54-251 pertains to registration of individuals convicted of criminal offense against a minor or a nonviolent sex offense; §54-252 pertains to registration of violent sex offenders; §54-253 pertain to registration of sex offense in another jurisdiction; §54-252 pertains to registration of person who committed a felony for a sexual purpose.
S10-400	Case Investigation Records – Sex Crimes, Not Convicted	Consists of records that document case investigations of sex crimes where the defendant was not convicted.	10 years from date reported	Destroy after receipt of signed Form RC-108	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-410	Case Investigation Records – Sexual Abuse of a Minor	Consists of records that document case investigations of sexual abuse of a minor.	30 years from the date the victim attains the age of majority or within five years from the date the victim notifies any police officer or state's attorney of the commission of the offense, whichever is earlier (provided the victim notified such police officer or state's attorney not later than five years after the commission of the offense). [CGS §54-193a]	Destroy after receipt of signed Form RC-108	
S10-420	Case Investigation Records – Sex Crimes, Unsolved	Consists of records that document case investigations of offenses involving sexual assault when DNA (deoxyribonucleic acid) evidence is available and the victim notified the police or state's attorney of the crime.	Permanent [CGS §54-193b]	Retain in agency	Pursuant to CGS §54-193b, there is no statute of limitations for offenses involving sexual assault when DNA (deoxyribonucleic acid) evidence is available and the victim notified the police or state's attorney of the crime.
S10-430	Case Investigation Records – Violations, Decriminalized	Consists of records that document case investigations of offenses that are not of a criminal nature (e.g., violating a town ordinance or soliciting without a permit).	Current year plus 3 years after audit	Destroy after receipt of signed Form RC-108	
S10-440	Infractions / Violations	Consists of active and voided infractions / violations, and receipt slips.	3 years from date issued	Destroy after receipt of signed Form RC-108	CGS §51-164p; If there is a case file, retain for life of case.
S10-450	Misdemeanor / Summons	Consists of active and voided misdemeanor / summons, and receipt slips.	10 years from date issued [CGS §29-10c]	Destroy after receipt of signed Form RC-108	If there is a case file, retain for life of case.
S10-460	Criminal History Record	Consists of conviction information maintained in the COLLECT System pursuant to CGS§54-142g(a). Also known as a "rap sheet."	Permanent	Retain in agency	
S10-470	Criminal History Disclosure Dissemination Files	Consists of criminal history disclosures including date, information disclosed, how or where information obtained, to which agency or person.	1 year from date of disclosure [CGS §54-142h(c)]	Destroy after receipt of signed Form RC-108	Documentation concerning disclosure of information related to specific case investigations is maintained in the case file.

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-480	Field Notes	Consists of officer notes recorded in the field, regardless of format.	If field notes are germane to a case, they must become part of the case file	No requirement	For additional information see State v. Anonymous (83-FG) 190 Conn. 715, 734, 463 A.2d 533 (1983); State v. Hinton, 196 Conn. 289, 299-300, 493 A.2d 836 (1985); State v. Belle, 215 Conn. 257 - Conn: Supreme Court 1990; State v. Myers, 193 Conn. 457, 470, 479 A.2d 199 (1984).
S10-490	Individual Identification Records	Consists of records that document identification of individuals. Including but not limited to: fingerprints; photographs, mug shots, physical descriptors, and recordings.	Life of case file	Destroy after receipt of signed Form RC-108	See CGS §29-12 and §29-15 regarding return of fingerprints, pictures, and descriptions; for juveniles and subjects judged youthful offender, individual identification records may be disposed of when the subject reaches age 21 provided there are no recurring offenses or transfer to adult court. DPS retains for 80 years.
S10-500	Breath Alcohol Test Device Logs	Consists of records that document use and maintenance of breath alcohol test devices. Including but not limited to: operator identity, frequency of accuracy checks, results of each subject's analysis, and calibration for breathalyzers and intoxilyzers.	2 years from date of last entry [Conn. Agencies Regs. §14-227a-10b(c)(2)(B)]	Destroy after receipt of signed Form RC-108	If the device calibration test results are germane to a case, they should be filed with the case file.
(S1-180)	Liability Waivers and Assumptions of Risk	Consists of waivers and assumptions of risk for individuals or private organizations participating in State programs or utilizing State property (e.g., ride-a-longs, job shadows, or refusals of medical treatment).	3 years from date of waiver	Destroy after receipt of signed Form RC-108	
S10-510	Liquor Law Violation Referrals	Consists of records that document referrals made to the Department of Consumer Protection's Liquor Commission regarding violations	2 years from date of referral	Destroy after receipt of signed Form RC-108	If referrals are germane to a case, they should be filed with the case file.
S10-520	Property Records	Consists of records that document receipt and disposition of abandoned, found, and lost property (includes vehicles).	Current year plus 3 years	Destroy after receipt of signed Form RC-108	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-530	Recordings, Audio / Video	Consists of audio/video recordings, regardless of format. Including but not limited to: cruiser video recording systems.	30 days from date of recording, unless notice of pending action has been filed	Destroy or recycle	In the event that the recording is determined to be evidence, it must be held pursuant to standard procedures and retention requirements as part of the case file; For motor vehicle and DWI (non-accident) cases, a recording must be retained through the hearing and court proceedings. For accidents, it must be retained for the 10 year retention period for accident records; Booking tapes are part of the case file and should be retained for the length of the case file; See S1-470 for security surveillance tapes.
S10-540	Radar Unit Records	Consists of records that document the maintenance, use, and calibration of radar units.	Life of radar unit plus 1 year	Destroy after receipt of signed Form RC-108	
S10-550	Warrants	Consists of departmental copy of court issued warrants.	10 years, or until vacated, whichever is later	Destroy	Official record maintained by Judicial Department
S10-560	Written Warnings	Consists of warnings issued for non-criminal events (e.g., no accident traffic violations, jay walking, juvenile activities, and illegal fishing).	3 years from date issued	Destroy after receipt of signed Form RC-108	
I. PUBLIC SAFETY PERSONNEL RECORDS					
S10-570	Internal Affairs Investigation Files – No Discipline or Action Greater Than a Letter of Reprimand Imposed and no Litigation Initiated	Consists of records that document internal affairs investigations resulting in discipline. Including but not limited to: cases which are limited to supervisory counseling and verbal warnings reduced to writing.	5 years from date case closed	Destroy after receipt of signed Form RC-108	The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements; see <i>Lieberman v. Board of Labor Relations</i> (216 Conn. 253, August 1990).

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-580	Internal Affairs Investigation Files – Discipline or Action Greater Than a Letter of Reprimand or Supervisory Counseling	Consists of records that document internal affairs investigations resulting in discipline. Including but not limited to: psychological evaluations, medical evaluations, additional training, referrals to EAP, and letters of reprimand, suspension or dismissal. Includes Internal Affairs investigations resulting from administrative inquiry or civilian complaints.	Duration of employment plus 30 years	Destroy after receipt of signed Form RC-108	The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements; see <i>Lieberman v. Board of Labor Relations</i> (216 Conn. 253, August 1990).
S10-590	Internal Affairs Investigation Files – Unsubstantiated	Consists of records that document internal affairs investigations where complaint is unsubstantiated.	Current year plus 2 years	Destroy after receipt of signed Form RC-108	Be aware of the provisions of the Personal Data Act [CGS §4-193(e)]; See also CGS §1-216; The destruction of public records, including public employee discipline records, is an illegal subject of collective bargaining agreements; see <i>Lieberman v. Board of Labor Relations</i> (216 Conn. 253, August 1990).
S10-600	Public Safety Employee Training Records	Consists of records that document the training of public safety employees. Including but not limited to: in-service training, requested schools, HAZMAT, OSHA, CONN-OSHA, SARA TITLE 3.	Duration of employment plus 30 years	Destroy after receipt of signed Form RC-108	Hazardous Material Superfund Amendment and Reauthorization Act of 1986; See S2-340 for other training records.
J. VEHICLE LAW ENFORCEMENT RECORDS					
S10-610	Parking Authority Records	Consists of records that document the maintenance and use of parking facilities for parking authorities. Including but not limited to: claim checks, stubs, revenue, and expenditure records.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	
(S1-270)	Parking Permits	Consists of records related to the permitting process to park at State parking facilities. Including but not limited to: applications and related documentation.	1 year from date superseded, cancelled, or revoked	Destroy after receipt of signed Form RC-108	
(S1-280)	Parking Permits – Temporary	Consists of records related to the permitting process to temporarily park at State parking facilities. Including but not limited to: applications and related documentation.	Until expiration of permit	Destroy after receipt of signed Form RC-108	

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Series #	Records Series Title	Description	Minimum Retention	Disposition	Notes and Citations
S10-620	Parking Violation Records	Consists of records that document violations related to parking. Including but not limited to: parking tickets and appeal records not associated with vehicle accidents.	3 years, or until audited, whichever is later	Destroy after receipt of signed Form RC-108	
S10-630	Traffic Stop Statistics Form	Consists of traffic stop data recorded pursuant to CGS §54-11 (Alvin W. Penn Racial Profiling Prohibition Act). Data should be submitted to the African-American Affairs Commission.	30 days from date information entered into system	Destroy	CGS §54-11, §54-1m, and §54-1n.