

SECTION 19 - RECORDS RETENTION AND DISPOSITION

- 19.1 The agency and the Town Clerk for the Town of Killingly shall retain complete administrative records of agency actions and dispose of such records in accordance with the retention/disposition scheduled set forth in Subsection 19.2.
- 19.2 The Public Records Administrator of the Connecticut State Library established the following new records retention/disposition schedules for Municipal Inland Wetlands Agencies effective September 1998:

MINIMUM RETENTION REQUIRED

<u>RECORD TITLE</u>	<u>IN AGENCY</u>	<u>TOWN CLERK</u>
Approved applications (incl. supporting materials)	10 Years	--
Denied applications	2 Years	--
Decision letters	10 Years	Permanent
Approved site plans	10 Years	--
Legal Notices	1 Year	Permanent
Staff and Public written testimony (hearing records)	10 Years	--
Minutes of meeting & public hearings	Permanent	Permanent
Tapes, audio-inland wetland matters	1 year after minutes are approved unless pending an appeal	--
Notices of violation & orders	10 years	--
Text of changes adopted in regulations	Continuous update/ Permanent	
General correspondence issued or received	5 Years	--