

SECTION 19: RECORDS RETENTION AND DISPOSITION

19.1 The Commission shall retain complete administrative records of Commission actions and dispose of such records in accordance with the retention/disposition schedules set forth in subsection 19.2.

19.2 The public records administrator of the Connecticut State Library established the following record retention/ disposition schedules for municipal Inland Wetlands Agencies effective September 1998:

RECORD TITLE	MINIMUM RETENTION
Applications (inc. supporting Materials)	10 years
Decision Letters and Approved Site Plans	10 years
Legal Notices	1 year
Staff and Public Written Testimony (hearing records)	10 years
Minutes of Meetings & Public Hearings	Permanent
Tapes, Audio	1 year
Notices of Violation and Orders	10 years
Text of Changes Adopted In Regulations	Continuous Update/ Permanent
General Correspondence Issued or Received	5 years