


<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 801.2
	Subject/Title: Records Retention	Issue Date: July 29, 2014	
	Issuing Authority: Honorable Board of Police Commissioners	Effective Date: September 1, 2014	
References/Attachments: Connecticut General Statutes § 11-8, 11-8a		Review Date: Annually	Rescinds: 801.1
			Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding the requirements for records retention and the process through which such records may be destroyed in accordance with Connecticut General Statutes § 11-8 and 11-8a.

II. POLICY

- A. The East Haven Police Department creates various types of public records through its activities. The following procedures shall be followed before any records are destroyed.
- B. Different records have different retention times as defined by State statute and the Municipal Records Retention/Disposition Schedule. Once the retention time of certain records has passed, the records may be destroyed in compliance with the following procedure. Some records must be maintained indefinitely pursuant to State law.

III. PROCEDURES

- A. Destruction of Records
1. Disposal of records may be accomplished according to CT State Library procedures, as authorized by Connecticut General Statutes 11-8a, by properly filling out the State Records Disposition Authorization form RC-075, including the records schedule and series numbers (from the Municipal Records Retention/Disposition Schedule).
 2. The Records Disposition Authorization form RC-075 must be signed by the Keeper of Records/Head of the Records Division (listed as Custodian of Records on the RC-

075 form), then by the Mayor of the Town of East Haven (listed as Head of Municipality on the RC-075 form).

3. The Records Disposition Authorization form RC-075 must then be mailed to the Connecticut State Library for approval by the Public Records Administrator and the State Archivist.
4. When the Records Disposition Authorization form RC-075 is returned with all of the proper signatures, it must be brought to the Town Clerk to be entered into the permanent record. The original Records Disposition Authorization form RC-075 will be maintained by the Town Clerk. A copy of the Records Disposition Authorization form RC-075 should be kept by the Keeper of Records/Head of Records Division. Once this procedure is complete, destruction of the approved records listed on the form may commence.
5. Destruction of records is accomplished by shredding the documents or by another destruction method approved by the State Library.