

May 12, 2021

To: Bozrah Board of Selectmen

Subject: Records Retention and Disposal Update

The initial phase of the Town of Bozrah public records disposal is near completion. These records were stored in the basement, town garage, and various offices in the Town Hall. They were reviewed and disposal was requested pursuant to Connecticut General Statute 7 – 109. Approval has been received from the Connecticut State Library for all documents. (See attached RC-075 forms.) Other documents, which must be maintained, are being stored in the basement closet. These should be reviewed periodically for disposal after required approval.

When approval of the Board of Selectman is received, these documents will be shredded and disposed of by *Infoshred* of East Windsor. This should take place mid-June 2021. There are approximately 80 paper boxes and letter storage drawers. The estimated cost is \$300.

The clean-out will continue with reviewing documents for disposal in other areas of the Town Hall, including offices. They may be disposed of after approval, or stored in basement for future disposal.

There were several historical documents uncovered in the many boxes. A list of these papers will be sent to the Connecticut State Library for disposition. As outlined in: State Archives Policy 01: Transfer of Historical Records to the State Archives or Other Approved Archival Repository, if approved, they can be transferred to the State Historical Society or the Bozrah Historical Society.

Susan Ververis

# RECORDS DISPOSITION AUTHORIZATION

Connecticut Towns, Municipalities, and Boards of Education

Form RC-075 (Revised 01/2010)



STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

<http://ctstatelibrary.org/publicrecords/>

## INSTRUCTIONS:

1. Use this form to obtain approval for disposition (destruction or transfer) of public records pursuant to CGS §7-109.
2. If this form is used for educational records, please ensure that the Superintendent of Schools reviews and signs the form.
3. If necessary, use additional forms. Each form must be signed. Please fill-out the form completely and legibly and submit to the above-listed address at least 20 days prior to the proposed date of disposition.
4. **Volume of Records:** Letter-size drawer = 1.54 cubic ft. / Legal-size drawer = 2.0 cubic ft. / Record carton (standard banker's box) = 1.0 cubic ft
5. After receiving approval, the original signed form must be retained in the Office of the Town Clerk. The originator of this form (custodian of the record) may keep a duplicate copy. Records that cannot be destroyed have been so noted.

<b>LOCAL GOVERNMENT ENTITY:</b> Town of Bozrah	<b>DATE:</b> 02/01/2020
<b>CUSTODIAN OF RECORDS:</b> Carl Zorn	<b>PHONE:</b> 860-889-2689 X202

**ADDRESS (form will be returned to this address):**

1 River Road, Bozrah, CT 06334

I hereby certify that the records listed below have met the retention requirements established by the Office of the Public Records Administrator in the form of approved records retention schedules. No records listed, in our opinion, pertain to any pending case, claim, or action.

<b>GOVERNMENT AUTHORIZATION</b>	<b>CUSTODIAN OF RECORD (type or print):</b> Carl Zorn	<b>SIGNATURE (Custodian of Record):</b> 	<b>DATE:</b> 2/1/20
	<b>HEAD OF MUNICIPALITY (type or print):</b> Carl Zorn, First Selectman	<b>SIGNATURE (Head of Municipality):</b> 	<b>DATE:</b> 2/1/20
<b>EDUCATION AUTHORIZATION</b>	<b>SUPERINTENDENT OF SCHOOLS (type or print):</b> N/A	<b>SIGNATURE (Superintendent of Schools):</b>	<b>DATE:</b>

SCHEDULE & SERIES # (e.g., M1-050)	RECORDS SERIES TITLE	INCLUSIVE DATES OF RECORDS		VOLUME OF RECORDS (indicate cubic ft.)	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1. M3-050	Bank Statements	2004	✓	0.1	3/01/20
2. M3-050	Bank Statements	FY2008/09	FY2015/16 ✓	3.0	3/01/20
3. M3-085	Bills Paid	2008	2009 ✓	2.0	3/01/20
4. M3-085	Bills Paid	1/2011	6/2011 ✓	1.0	3/01/20
5. M3-085	Bills Paid	2014	2015 ✓	2.0	3/01/20
6. M3-085	Bills Paid	8/2016	12/2016 ✓	1.0	3/01/20
7. M3-145	Batch Reports	2011	2015 ✓	2.5	3/01/20
8. M3-145	Batch Reports	2007	✓	1.5	3/01/20
9. M3-400	Payroll and related paperwork M3-400 thru 420	1/2009	6/2009 ✓	1.0	3/01/20
10. M3-400	Payroll and related paperwork M3-400 thru 420	2010	2012 ✓	3.0	3/01/20
11. M4-480	Checks Scanned	2008	2009 ✓	1.0	3/01/20
12. M3-380	Multiple Worksite Report	1998	✓	0.1	3/01/20
13. M3-380	Multiple Worksite Report	2001	2003 ✓	0.2	3/01/20
14. M3-380	Multiple Worksite Report	2008	2012 ✓	0.3	3/01/20

<b>PUBLIC RECORDS AUTHORIZATION</b>	<b>APPROVED (Public Records Administrator):</b> 	<b>DATE:</b> MAR 10 2020
	<b>APPROVED (State Archivist):</b> 	<b>DATE:</b> MAR 10 2020

**PUBLIC RECORDS NOTES:**

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<b>SCHEDULE &amp; SERIES #</b> <small>(e.g., M1-080)</small>	<b>RECORDS SERIES TITLE</b>	<b>INCLUSIVE DATES OF RECORDS</b>		<b>VOLUME OF RECORDS</b> <small>(indicate cubic ft.)</small>	<b>PROPOSED DATE OF DISPOSITION</b>
		<b>FROM</b>	<b>THRU</b>		
1. M3-380	Multiple Worksite Reports	2014	/	0.2	3/01/20
2. M3-350	Fed. Tax Return Documents (941)	1993	1998	0.2	3/01/20
3. M3-350	Fed. Tax Return Documents (941)	2000	2001	0.2	3/01/20
4. M3-350	Fed. Tax Return Documents (941)	2003	2010	0.2	3/01/20
5. M3-475	Withholding Tax Records W2, W3, 1099	2002	2004	0.2	3/01/20
6. M3-475	Withholding Tax Records W2, W3, 1099	2009	2010	0.2	3/01/20
7. M3-145	Cash Register Receipts (Tax Collector)	2005	2008	1.0	3/01/20
8. M3-145	Cash Register Receipts (Tax Collector)	2009	2012	1.0	3/01/20
9. M3-435	Time Records (Time Cards)	2008	2015	0.5	3/01/20
10. M3-110	Budget Worksheets	FY2009/10	FY2014/15	2.0	3/01/20
11.					
12.					
13.					
14.					
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		FROM	THRU		
1. M1-080	Routine Correspondance	1981	2003	2	05/01/2020
2. M1-080	Routine Correspondance	2005	2009	1.5	"
3. M3-050	Bank Statements	2005		0.5	"
4. M3-050	Bank Statements	2003		0.5	"
5. M3-085	Bills Paid	2001	2007	1	"
6. M3-085	Bills Paid	2011	2013	1	"
7. M3-110	Budget Preparation Documents	FY2000	FY2003	0.5	"
8. M3-110	Budget Preparation Documents	FY 2008	FY2009	0.5	"
9. M3-175	Check Stubs	2011	2013	0.5	"
10. M3-185	Deposit Slips	1999	2004	1	"
11. M3-215	Insurance Records	1991		0.1	"
12. M3-215	Insurance Records	2000	2007	0.5	"
13. M3-255	Budget Journals	1996	1998	0.2	"
14. M3-255	Budget Journals	FY1993	FY1996	0.2	"
<b>PUBLIC RECORDS AUTHORIZATION</b>	<b>APPROVED (Public Records Administrator):</b> 				<b>DATE:</b> APR 09 2020
	<b>APPROVED (State Archivist):</b> 				<b>DATE:</b> APR 09 2020
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1. M3-255	Budget Journals	2001	2002	0.1	05/01/2020
2. M3-350	Federal Tax Return CT 941	1999		0.1	"
3. M3-400-420	Payroll and Related Paperwork	2008		1	"
4. M3-400-420	Payroll and Related Paperwork	07/2009	12/2009	0.5	"
5. M3-425	Payroll Worksheet	2001	2004	0.2	"
6. M3-435	Payroll Time Cards	2003		0.5	"
7. M4-020	Assessment Notice	2014		0.1	"
8. M4-020	Assesment Notice	2016	2017	0.5	"
9. M4-060	Assessor's Copy Building Permits	11/2000	9/2001	0.2	"
10. M4-070	Certificate of Correction	2001	2003	1	"
11. M4-090/190	Exemption Data Elderly & Renters Tax Relief	1996	2001	0.5	"
12. "	"	2009	2012	0.5	"
13. "	"	2015		0.2	"
14. "	"	2016		0.2	"
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SCHEDULE & SERIES # (e.g., M1-080)	RECORDS SERIES TITLE	INCLUSIVE DATES OF RECORDS		VOLUME OF RECORDS (indicate cubic ft.)	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1. M4-120	Exemption Equipment (M65)	1997	2003	0.5	05/01/2020
2. M4-290	Personal Property Declaration (M15)	1991		0.6	"
3. "	"	2001	2003	1	"
4. "	"	2004	2006	1	"
5. "	"	2010	2011	1	"
6. M4-340	Property Transfer Data (M-45)	9/2001	2006	0.5	"
7. M5-170	Municipal Conveyance Tax Statement	1992	2010	1.5	"
8. M5-315	Daily Register	8/2006	12/2006	0.1	"
9.		10/2004	3/2006	0.2	"
10.		2007	2012	0.2	"
11.					
12.					
13.					
14.					
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<b>LOCAL GOVERNMENT ENTITY:</b> Town of Bozrah	<b>DATE:</b> 01/28/2021
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	<b>HEAD OF MUNICIPALITY (type or print):</b> Carl, Zorn	<b>SIGNATURE (Head of Municipality):</b> <i>[Signature]</i>	<b>DATE:</b> 2/19/21
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SCHEDULE & SERIES # (e.g., M1-000)	RECORDS SERIES TITLE	INCLUSIVE DATES OF RECORDS		VOLUME OF RECORDS (indicate cubic ft.)	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1. M13-020	Energy Assistance Program	1980	1993	✓ 0.9	03/15/2021
2. M13-030	General Assistance	1980	1993	✓ 0.9	"
3. M4-020	Assessors Notice	2014	✓	0.2	"
4. "	"	2016	2017	✓ 0.4	"
5. M4-070	Certificate of Correction	1988	1999	✓ 0.1	"
6. M4-090	Exemption Data	2001	2012	✓ 0.7	"
7. "	"	2015	2016	✓ 0.1	"
8. "	Exemption Data Elderly Tax	1996	2001	✓ 0.3	"
9. "	Exemption Data Renters	1997	2001	✓ 0.3	"
10. M4-210	Veterans Exemption Data	2001	2009	✓ 0.2	"
11. M4-260	Grand List Reports	2000	2008	✓ 0.1	"
12. M4-290	Personal Property Declarations	2009	✓	0.5	"
13. M4-340	Property Transfer Data	2009	✓	0.4	"
14. M4-390	Revaluation Correspondence	1992	✓	0.2	"

<b>PUBLIC RECORDS AUTHORIZATION</b>	<b>APPROVED (Public Records Administrator):</b> <i>[Signature]</i>	<b>DATE:</b> MAR 03 2021
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2. M1-070	Contracts - Services	1992	✓	0.1	"
3. M1-080	Routine Correspondence	1980	2000 ✓	26.4	"
4. "	"	2002	2003 ✓	0.2	"
5. M1-145	Grant program Records	2006	2012 ✓	1.0	"
6. M5-060	Dog License	FY2009/10	✓	0.2	"
7. M6-530	Voting Check Lists/Referendum	1990	1994 ✓	0.1	"
8. M7-140	Animal Control Officer	1984	1988 ✓	0.1	"
9. "	"	1997	2003 ✓	0.2	"
10. "	"	1992	✓	.01	"
11. "	"	2005	2010 ✓	0.1	"
12. M10-500	Economic Development Applications	1990	✓	0.1	"
13. M12-040	Environmental Health Inspection Reports	2000	2002 ✓	0.1	"
14. M4-400	Revaluation Criteria	1992	✓	0.2	"

<b>PUBLIC RECORDS AUTHORIZATION</b>	<b>APPROVED (Public Records Administrator):</b> 	<b>DATE:</b> MAR 03 2021
	<b>APPROVED (State Archivist):</b> 	<b>DATE:</b> MAR 03 2021

**PUBLIC RECORDS NOTES:**



# RECORDS DISPOSITION AUTHORIZATION

Connecticut Towns, Municipalities, and Boards of Education

Form RC-075 (Revised 01/2010)



STATE OF CONNECTICUT

Connecticut State Library  
Office of the Public Records Administrator  
231 Capitol Avenue, Hartford, CT 06106  
<http://ctstatelibrary.org/publicrecords/>

## INSTRUCTIONS:

1. Use this form to obtain approval for disposition (destruction or transfer) of public records pursuant to CGS §7-109.
2. If this form is used for educational records, please ensure that the Superintendent of Schools reviews and signs the form.
3. If necessary, use additional forms. Each form must be signed. Please fill-out the form completely and legibly and submit to the above-listed address at least **20 days prior** to the proposed date of disposition.
4. **Volume of Records:** Letter-size drawer = 1.54 cubic ft. / Legal-size drawer = 2.0 cubic ft. / Record carton (standard banker's box) = 1.0 cubic ft
5. After receiving approval, the original signed form must be retained in the Office of the Town Clerk. The originator of this form (custodian of the record) may keep a duplicate copy. Records that cannot be destroyed have been so noted.

<b>LOCAL GOVERNMENT ENTITY:</b> Town of Bozrah	<b>DATE:</b> 01/28/2021
<b>CUSTODIAN OF RECORDS:</b> Carl Zorn	<b>PHONE:</b> 860-889-2689 x202

**ADDRESS (form will be returned to this address):**  
1 River Road, Bozrah, CT 06334

I hereby certify that the records listed below have met the retention requirements established by the Office of the Public Records Administrator in the form of approved records retention schedules. No records listed, in our opinion, pertain to any pending case, claim, or action.

<b>GOVERNMENT AUTHORIZATION</b>	<b>CUSTODIAN OF RECORD (type or print):</b> Carl Zorn	<b>SIGNATURE (Custodian of Record):</b> 	<b>DATE:</b> 2/7/21
	<b>HEAD OF MUNICIPALITY (type or print):</b> Carl, Zorn	<b>SIGNATURE (Head of Municipality):</b> 	<b>DATE:</b> 2/7/21
<b>EDUCATION AUTHORIZATION</b>	<b>SUPERINTENDENT OF SCHOOLS (type or print):</b> N/A	<b>SIGNATURE (Superintendent of Schools):</b>	<b>DATE:</b>

SCHEDULE & SERIES # (e.g., M1-080)	RECORDS SERIES TITLE	INCLUSIVE DATES OF RECORDS		VOLUME OF RECORDS (indicate cubic ft.)	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1. M3-050	Bank Statements	1996		✓ 0.9	03/15/2021
2. "	"	2000	2011	✓ 0.7	"
3. M3-085	Bills Paid	FY1977/78	1998/99	✓ 9.9	"
4. "	"	2000	2007	✓ 1.7	"
5. "	"	FY2012/13		✓ 0.2	"
6. M3-110,115	Budget Prep Documents and Reports	1979	2009	✓ 4.0	"
7. M3-155	Cancelled Checks	FY1988/89	1995/96	✓ 5.3	"
8. M3-175	Check Stubs	1987	1993	✓ 0.9	"
9. "	"	2011	2013	✓ 0.6	"
10. M3-185	Deposit Slips	FY1988/89	1994/95	✓ 0.9	"
11. "	"	FY2009/10	2010/11	✓ 0.4	"
12. M3-255	Journals	FY1989/90	1991/92	✓ 1.0	"
13. "	"	FY1996/97	1997/98	✓ 0.7	"
14. "	"	FY2001/02		✓ 0.2	"

<b>PUBLIC RECORDS AUTHORIZATION</b>	<b>APPROVED (Public Records Administrator):</b> 	<b>DATE:</b> FEB 17 2021
	<b>APPROVED (State Archivist):</b> 	<b>DATE:</b> FEB 17 2021

**PUBLIC RECORDS NOTES:**

# RECORDS DISPOSITION AUTHORIZATION

Connecticut Towns, Municipalities, and Boards of Education

Form RC-075 (Revised 01/2010)



STATE OF CONNECTICUT

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	<b>HEAD OF MUNICIPALITY (type or print):</b> Carl, Zorn		<b>SIGNATURE (Head of Municipality):</b> 		<b>DATE:</b> 2/7/21
<b>EDUCATION AUTHORIZATION</b>	<b>SUPERINTENDENT OF SCHOOLS (type or print):</b> N/A		<b>SIGNATURE (Superintendent of Schools):</b>		<b>DATE:</b>
SCHEDULE & SERIES # (e.g., M3-080)	RECORDS SERIES TITLE	INCLUSIVE DATES OF RECORDS		VOLUME OF RECORDS (bulk/cubic ft.)	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1. M3-315	Special Funds Records	2002	2004	0.2	03/15/2021
2. "	"	FY2005/06	20010/11	0.5	"
3. M3-400-425	Payroll Records	1993	1996	1.8	"
4. "	"	2001	2004	0.2	"
5. "	"	2008	2009	1.0	"
6. M3-435	Timecards	1992	1996	0.9	"
7. "	"	2003		0.2	"
8. M3-475	Withholding Tax	1983		0.1	"
9. "	"	1990		0.1	"
10. "	"	1992		.01	"
11. "	"	2012	2013	0.2	"
12. M3-145	Tax Collector Batch Reports	FY2009/10	2011/12	1.3	"
13. "	"	FY2007/08		0.3	"
14. M3-205-215	Insurance Records	1980	1981	0.3	"
<b>PUBLIC RECORDS AUTHORIZATION</b>	<b>APPROVED (Public Records Administrator):</b> 				<b>DATE:</b> FEB 17 2021
	<b>APPROVED (State Archivist):</b> 				<b>DATE:</b> FEB 17 2021
<b>PUBLIC RECORDS NOTES:</b>					