

Records Retention and Disposal

Connecticut Technical Education and Career System (CTECS)

Introduction

All records maintained by CTECS are public records and may only be disposed of (destroyed) upon approval of CTECS' Records Management Liaison Officer (RMLO) and the Office of the Public Records Administrator (OPRA).

Public records include "any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract . . . , whether such data or information be handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any other method."

The retention requirements only apply to the official record; they do not apply to items such as extra copies of documents, printouts of official electronic records, reference materials, or blank forms.

Records are retained according to the established schedules. CTECS follows Schedule M8 for Education Records. For other types of records, such as fiscal records, please use this link to review the applicable schedules: [Records Retention Schedules](#).

Each CTECS location has a designated Records Custodian. The Records Custodian is the only person authorized to send Records Disposition Authorization forms to the RMLO. However, all CTECS' employees must be familiar with the retention and disposition requirements to ensure our compliance.

Please send all questions and Records Disposition Authorization forms (RC-108) to CTECS' Records Management Liaison Officer (RMLO): Records.Destruction@cttech.org

Additional Contacts:

Kelly LaCluyzé
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860-807-2194 (office)
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Legal Reference

Conn. Gen. Stat. §§ 1-200(5), 1-240, 11-8, 11-8a, 11-8b

Procedure for Disposition of Records

1. Once records have met the retention period, submit a disposition request by sending a Records Disposition Authorization form (RC-108) to the RMLO.
 - a. Each type of record must be entered on a separate line.
 - b. For each type of record, enter the Record Series Number and Record Series Title from the record retention schedule (e.g. M8-215 Grade Books).
2. The RMLO and OPRA will each review the request and approve or deny the disposition. Do not dispose of any records until you have received approval from the RMLO. Approval will be provided by email including the approved RC-108. The approval process may take several weeks.
3. Retain the approved RC-108 form as evidence of authorized legal destruction.
4. Upon receipt of approval to dispose of the records, destroy paper records with a cross cut shredder and recycle. Electronic data can be erased, degaussed, overwritten, or physically destroyed, depending on the media, to ensure secure destruction of the data.
5. Record the actual date of destruction on the approved RC-108 form and attach any supporting documentation. For example, if a third-party vendor is used for destruction, attach the Certificate of Destruction.
6. Send a copy of the RC-108 with the date of destruction and supporting documentation, if any, to the RMLO. Retain the originals for the required retention period.

Student Transfers

If a student transfers out of CTECS, the school must retain a copy of the student's education record and send the original to the receiving school district. The copy must be retained for the established retention period.

Special Education Records

Before disposing of special education records, the agency must inform parents/guardians or adult students, by record destruction notice, that the parent or student may need these records in the future for Social Security benefits or other purposes such as accommodation requests in higher education. Include a copy of the notice (publication invoice/order form; copy of email message; or copy of the notice as it appeared on the school website) with the RC-108.

Destruction of public records without approval is a criminal offense.

Disposing of public records without approval is a class A misdemeanor punishable by up to one year in jail and/or a fine of \$2000, for each offense. Additionally, violation of this policy may result in disciplinary action, up to and including termination from employment.

Dr. Alice Pritchard, Executive Director
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