**Record Keeping**

**General Records Retention Schedules for Municipalities**

See below for links to all active General Records Retention Schedules for the Municipal Records Management Program which includes municipalities, towns, cities, boroughs, political subdivisions, and certain quasi-public agencies. Contact the Office of the Public Records Administrator if you are not sure of your agency’s status or whether your agency falls under the purview of the Office of the Public Records Administrator for the retention and disposition of records.

These schedules list records common to most government functions. The record series are grouped by function rather than office so records within an office may be covered by more than one retention schedule.

For superseded or obsolete General Records Retention Schedules, contact the Office of the Public Records Administrator for assistance.

Review/Revised Date with Initials

Link: <https://ctstatelibrary.org/publicrecords/general-schedules-municipal/>