



## MEMORANDUM / MINUTES

To: Hartford Parking Authority Commissioners

From: Matt Jasinski, Committee Chair  
Carey Redd, II, *CAPP*, Acting CEO/Executive Director

Re: By-Laws Committee Report

Date: October 17, 2013

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### **Disposition of Public Records Policy *aka* Records Retention Policy:**

#### **Background**

The By-Laws Committee discussed with staff the week of October 7<sup>th</sup> the draft Disposition of Public Records Policy created by staff and the need for such a policy. The Committee heard from Attorney Gina Varano, Assistant Corporation Counsel, on this matter. Ms. Varano stated that the State of Connecticut has a comprehensive policy and regulations that govern the disposition of public records for all Connecticut towns, municipalities and Boards of Education. As such, Ms. Varano stated that there was no need for the Hartford Parking Authority to create a separate policy and regulations.

The Connecticut State Library oversees the disposition of public records for the State and all Connecticut towns, municipalities and Boards of Education. Attorney Varano recommended that the HPA should follow the State Library's regulations and retention schedules for the various types of records included in the State Library's schedules.

#### **Recommendation**

The By-Laws Committee recommends that the Authority adopt the Authority's Disposition of Public Records Policy which references the State's policy but adds the requirement that the Authority review each year those records which become eligible for disposal or transfer and make a recommendation to the CEO for disposal of such.