RECORDS DISPOSITION AUTHORIZATION
Connecticut Towns, Municipalities, and Boards of Education
Form RC-075 (Revised 01/2010)

INSTRUCTIONS:
1. Use this form to obtain approval for disposition (destruction or transfer) of public records pursuant to CGS §7-103.
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 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.

<table>
<thead>
<tr>
<th>LOCAL GOVERNMENT ENTITY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamden Police Department</td>
<td>3/3/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUSTODIAN OF RECORDS:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Sullivan, Chief of Police</td>
<td>203-230-4015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS (form will be returned to this address):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2900 Dixwell Avenue, Hamden CT 06518</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>GOVERNMENT AUTHORIZATION</th>
<th>CUSTODIAN OF RECORD (type or print):</th>
<th>SIGNATURE (Custodian of Records):</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>John Sullivan, Chief of Police</td>
<td></td>
<td>3/3/22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEAD OF MUNICIPALITY (type or print):</th>
<th>SIGNATURE (Head of Municipality):</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Garrett, Mayor</td>
<td></td>
<td>3/3/22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION AUTHORIZATION</th>
<th>SUPERINTENDENT OF SCHOOLS (type or print):</th>
<th>SIGNATURE (Superintendent of Schools):</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHEDULE &amp; SERIES # (eg., M7-10)</th>
<th>RECORDS SERIES TITLE</th>
<th>INCLUSIVE DATES OF RECORDS</th>
<th>VOLUME OF RECORDS (indicate cubic ft.)</th>
<th>PROPOSED DATE OF DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. M7-710</td>
<td>Internal affairs investigations - Unsubstantiated</td>
<td>01/01/18 - 03/03/20</td>
<td>100</td>
<td>upon approval</td>
</tr>
</tbody>
</table>

| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |
| 11. |
| 12. |
| 13. |
| 14. |

PUBLIC RECORDS AUTHORIZATION
APPROVED (Public Records Administrator):
DATE: MAR 17 2022

PUBLIC RECORDS NOTES:
**RECORDS DISPOSITION AUTHORIZATION**

Connecticut Towns, Municipalities, and Boards of Education  
Form RC-075 (Revised 01/2010)  

**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 it to the above-listed address at least 20 days prior to the proposed date of disposition.  
4. Volume of Records: Letter-size drawer = 1.34 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.

**LOCAL GOVERNMENT ENTITY:**  
Hamden Police Department  

**CUSTODIAN OF RECORDS:**  
John Sullivan, Chief of Police  

**ADDRESS (form will be returned to this address):**  
2900 Dixwell Avenue, Hamden CT 06518  

**DATE:**  
12/21/2021  

**PHONE:**  
203-230-4015  

---  

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.

<table>
<thead>
<tr>
<th>GOVERNMENT AUTHORIZATION</th>
<th>CUSTODIAN OF RECORD (type or print):</th>
<th>SIGNATURE (Custodian of Record):</th>
<th>DATE:</th>
<th>HEAD OF MUNICIPALITY (type or print):</th>
<th>SIGNATURE (Head of Municipality):</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN SULLIVAN, Chief of Police</td>
<td></td>
<td></td>
<td></td>
<td>LAUREN GARRETT, Mayor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EDUCATION AUTHORIZATION**  
SUPERINTENDENT OF SCHOOLS (type or print):  
SIGNATURE (Superintendent of Schools):  
DATE:  

---  

**SCHEDULE & SERIES #**  
(e.g., M1-000)  
**RECORDS SERIES TITLE**  
**INCLUSIVE DATES OF RECORDS**  
**VOLUME OF RECORDS**  
(Indicate cubic ft.)  
**PROPOSED DATE OF DISPOSITION**

<table>
<thead>
<tr>
<th>1.</th>
<th>M7-385 150</th>
<th>Daily activity logs</th>
<th>2012</th>
<th>2018</th>
<th>30</th>
<th>upon approval</th>
</tr>
</thead>
</table>

2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  
11.  
12.  
13.  
14.  

**PUBLIC RECORDS AUTHORIZATION**  
APPROVED (Public Records Administrator):  
[Signature]  
DATE: JAN 4 2022  

APPROVED (State Administrator):  
[Signature]  
DATE: JAN 4 2022}

---  

**PUBLIC RECORDS NOTES:**  
[Blank entry]
RECORDS DISPOSITION AUTHORIZATION
Connecticut Towns, Municipalities, and Boards of Education
Form RC-075 (Revised 01/2010)

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.

<table>
<thead>
<tr>
<th>LOCAL GOVERNMENT ENTITY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamden Police Department</td>
<td>12-9-2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUSTODIAN OF RECORDS:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Sullivan, Chief of Police</td>
<td>203-230-4015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS (form will be returned to this address):</th>
</tr>
</thead>
<tbody>
<tr>
<td>2900 Dixwell Avenue, Hamden CT 06518</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>GOVERNMENT AUTHORIZATION</th>
<th>CUSTODIAN OF RECORD (type or print):</th>
<th>SIGNATURE (Custodian of Record):</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>John Sullivan, Chief of Police</td>
<td></td>
<td>12/9/21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEAD OF MUNICIPALITY (type or print):</th>
<th>SIGNATURE (Head of Municipality):</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Garrett, Mayor</td>
<td></td>
<td>12/9/21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION AUTHORIZATION</th>
<th>SUPERINTENDENT OF SCHOOLS (type or print):</th>
<th>SIGNATURE (Superintendent of Schools):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHEDULE &amp; SERIES # (e.g., M7-00)</th>
<th>RECORDS SERIES TITLE</th>
<th>INCLUSIVE DATES OF RECORDS</th>
<th>VOLUME OF RECORDS</th>
<th>PROPOSED DATE OF DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. M7-700</td>
<td>Letter of Reprimand</td>
<td>11/14/2005-11/14/2005</td>
<td>10</td>
<td>upon approval</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PUBLIC RECORDS AUTHORIZATION
APPROVED (Public Records Administrator):  
APPROVED (State Archivist):  

DATE: DEC 28 2021  
DATE: DEC 28 2021  

PUBLIC RECORDS NOTES:
**RECORDS DISPOSITION AUTHORIZATION**

Connecticut Towns, Municipalities, and Boards of Education
Form RC-075 (Revised 01/2010)

**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.

<table>
<thead>
<tr>
<th>LOCAL GOVERNMENT ENTITY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamden Police Department</td>
<td>1/10/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUSTODIAN OF RECORDS:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Cappiello, Chief of Police</td>
<td>203-230-4015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS (form will be returned to this address):</th>
</tr>
</thead>
<tbody>
<tr>
<td>2900 Dixwell Avenue, Hamden CT 06518</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>GOVERNMENT AUTHORIZATION</th>
<th>HEAD OF MUNICIPALITY (type or print):</th>
<th>SIGNATURE (Head of Municipality):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Curt Balzano Leng, Mayor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION AUTHORIZATION</th>
<th>SUPERINTENDENT OF SCHOOLS (type or print):</th>
<th>SIGNATURE (Superintendent of Schools):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHEDULE &amp; SERIES # (e.g., M1-080)</th>
<th>RECORDS SERIES TITLE</th>
<th>INCLUSIVE DATES OF RECORDS</th>
<th>VOLUME OF RECORDS (Indicate cubic ft.)</th>
<th>PROPOSED DATE OF DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. M7-710</td>
<td>Internal affairs investigation files Unsubstantiated</td>
<td>01/01/2016 - 12/31/2017</td>
<td>100</td>
<td>upon approval</td>
</tr>
<tr>
<td>2. M2-045</td>
<td>Background checks - not hired</td>
<td>09/01/2015 - 12/31/2017</td>
<td>100</td>
<td>upon approval</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PUBLIC RECORDS AUTHORIZATION</th>
<th>APPROVED (Public Records Administrator):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FEB 2 5 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PUBLIC RECORDS NOTES:</th>
</tr>
</thead>
</table>


## RECORDS DISPOSITION AUTHORIZATION

Connecticut Towns, Municipalities, and Boards of Education

Form RC-075 (Revised 01/2010)

### 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.

### LOCAL GOVERNMENT ENTITY:
Hamden Police Department

### CUSTODIAN OF RECORDS:
Thomas J. Wydra, Chief of Police

### ADDRESS (form will be returned to this address):
2900 Dixwell Avenue, Hamden CT 06518

### 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.

### GOVERNMENT AUTHORIZATION

<table>
<thead>
<tr>
<th>RECORDS SERIES TITLE</th>
<th>INCLUSIVE DATES OF RECORDS</th>
<th>VOLUME OF RECORDS (estimate cubic ft.)</th>
<th>PROPOSED DATE OF DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. M7-710 Internal affairs investigation files-Unsubstantiated</td>
<td>10/15/14 to 12/31/15</td>
<td>100</td>
<td>upon approval</td>
</tr>
<tr>
<td>2. M2-045 Background checks - Not hired</td>
<td>2/20/12 to 8/31/15</td>
<td>100</td>
<td>upon approval</td>
</tr>
<tr>
<td>3. M3-085 Bills, Paid</td>
<td>7/1/09 to 9/5/15</td>
<td>200</td>
<td>upon approval</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PUBLIC RECORDS AUTHORIZATION

Approved (Public Records Administrator):

Approved (State Archivist):

<table>
<thead>
<tr>
<th>APPROVED (Public Records Administrator):</th>
<th>DATE:</th>
<th>APPROVED (State Archivist):</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OCT - 5 2019</td>
<td></td>
<td>OCT - 5 2018</td>
</tr>
</tbody>
</table>

### PUBLIC RECORDS NOTES: