



## City of Middletown

Technology Services Department

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### **CALENDAR RECORDS RETENTION POLICY**

**Overview:** Appointments and other records within the electronic calendars of the employees and elected officials of the City of Middletown must be retained per the Connecticut State Library's Municipal Records Retention Schedule.

#### **Policy:**

Neither employees nor elected officials may delete or alter past appointments or records from their City-issued electronic calendars if they fall within the Connecticut State Library's Municipal Records Retention Schedule.

Technology Services will enact automated record retention for the electronic calendars of elected officials.

#### **Exclusions:**

Elected officials who do not use City of Middletown's electronic calendaring system will not have automated record retention provided by Technology Services.

#### **Related Procedure: CALENDAR RECORDS RETENTION FOR ELECTED OFFICIALS PROCEDURE**