

STATE OF CONNECTICUT

CONNECTICUT STATE LIBRARY

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General Letter 91-1

TO: ADMINISTRATIVE HEADS OF MUNICIPALITIES, TOWN CLERKS,
REGISTRARS OF VITAL RECORDS, CUSTODIANS OF PUBLIC RECORDS

FROM: EUNICE G. DiBELLA, PUBLIC RECORDS ADMINISTRATOR

RE: CONNECTICUT GENERAL STATUTE 1-9: STANDARD PAPER
FOR PERMANENT RECORDS

DATE: APRIL 1, 1991

The statute governing the requirement for standard paper for permanent records has been changed. All permanent records must be printed on alkaline (acid free) paper.

This office will no longer prepare a list of approved papers to be used for the recording of permanent records. Instead, we have developed specifications that must be adhered to. These requirements are as follows:

All permanent records shall be created on paper which meets or exceeds the American National Standards Institute *Permanence of Paper for Printed Library Materials* standard (ANSI Z39.48), and the American Society for Testing and Materials *Standard Specification for Book and Ledger Papers for Permanent Records* (ASTM D3290) Type I, Maximum Permanence — Paper with Alkaline Filler.

Minimum specifications include:

Paper Stock:	100% cotton or linen rag
pH:	Extract pH in the range from 7.5 to 9.5.
Alkaline Filler:	Equivalent to 2% calcium carbonate, based on oven-dry weight of finished paper.
Tear Resistance:	Minimum as established in ASTM D3290 Table 1 for ledger paper of chosen weight.
Fold Endurance:	ANSI Z 39.48 minimum cross-direction folding endurance of 30 double folds at 1-kg.tension (30-60 lb. paper). (25 replicates in accordance with TAPPI T511.)