



**CT State Library**

*Office of the Public Records Administrator*

**Records Management Liaison Officer Training**

**Session 2**

**RECORDS DISPOSITION:  
RETENTION SCHEDULES &  
FORMS**

**November 8, 2023**

**Presented by**

**Office of the Public Records Administrator**

# Presenter

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- **Elise Marzik**

*Records Management Analyst*

Office of the Public Records Administrator

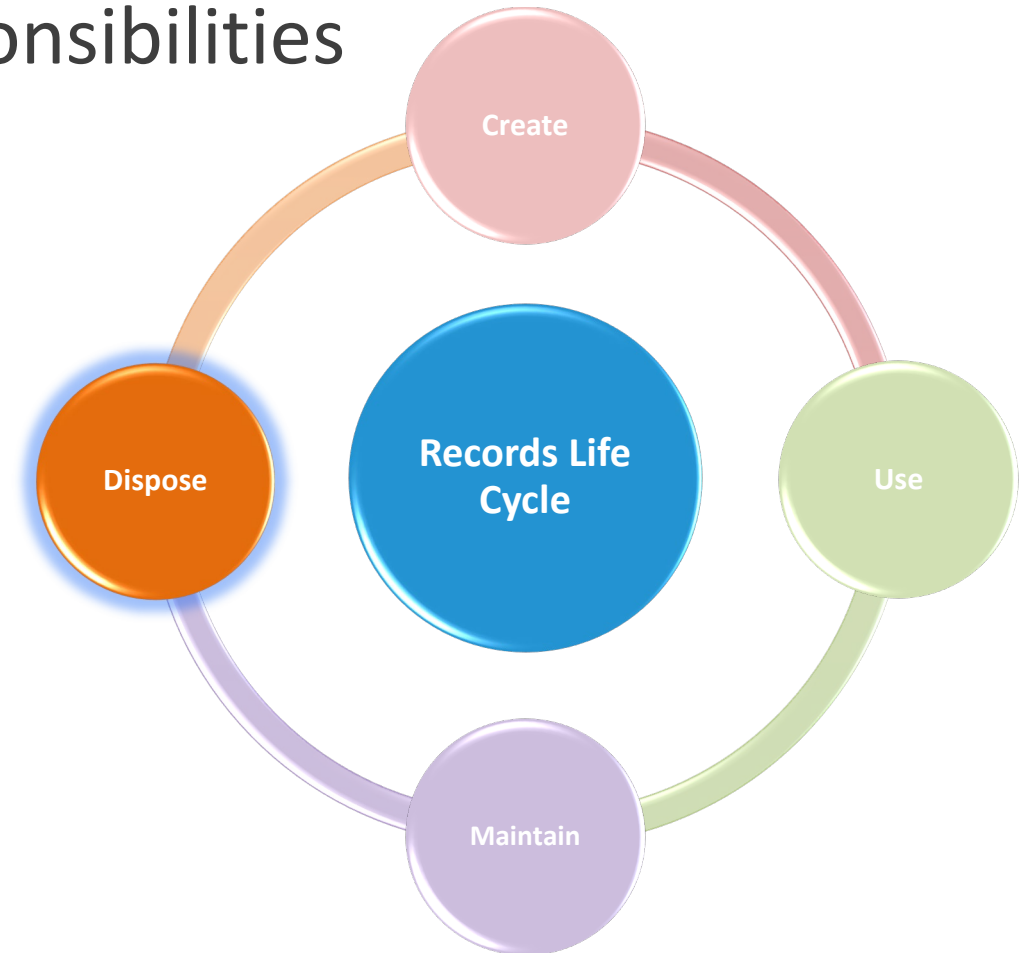
Connecticut State Library

<https://ctstatelibrary.org/publicrecords/state>

# Agenda



- Records Management Overview
- Statutory Requirements & Responsibilities
- Records Retention Schedules
- Disposition Authorization



# Records Management Overview



# Records Management

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“The **field of management** responsible for the **efficient and systematic control** of the creation, receipt, maintenance, use and disposition of **records**, including processes for capturing and maintaining evidence of and information **about business activities and transactions** in the form of records.”

Source: ISO 15489-1, “Information and documentation – Records management,” 2001.

# Purpose

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- Ensure continuity of operations in the event of a disaster
- Identify and classify records that need to be retained and accounted for over time
- Establish guidelines for maintaining, using and controlling active and inactive records
- Identify the person(s) responsible for these functions

# Benefits



- Increase efficiency and reduce costs
- Improve accountability and reduce liabilities
- Improve services and protect rights of citizens
- Identify and protect records needed during an emergency
- Identify and preserve historical record



# What is a record?



- Relates to business activities
- Recorded (in any format)
- Characteristics:
  - Authentic
  - Complete and Unaltered
  - Reliable
  - Usable



# Definition: Public Records



**General Statutes of Connecticut § 1-200 (5) [excerpt]:**

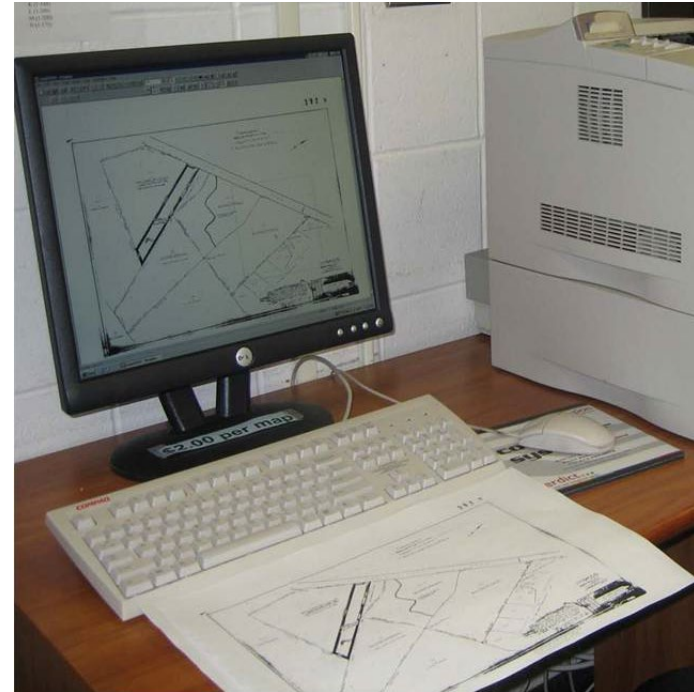
**Any  
recorded  
data  
or  
information  
relating  
to the conduct of the  
public's business...**

A large blue triangle with a thin black outline, containing the text of the definition of public records in white, bold, sans-serif font.

# Official Record Copy



- Specific copy of a record designated by the agency as the legally recognized copy
- Maintained for retention, preservation and authentication purposes



# Statutory Requirements & Responsibilities



# State Records Management Program

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- The Connecticut State Library is the public records office for the State of Connecticut
- Authority under CGS § 11-8, § 11-8a, and § 7-109
- Program carried out by the Office of the Public Records Administrator

# Agency Responsibilities



- Designate Records Management Liaison Officer (RMLO)
  - Each state agency must appoint an RMLO to coordinate records management activities at the agency level and serve as a liaison with the Office of the Public Records Administrator [CGS § 11-8a(f)]
- Inventory records
- Obtain authorization to dispose of records
- Destroy records by appropriate method
- Transfer historical records to the State Archives or another approved archival facility



# RMLO Responsibilities



- *PRP 07: RMLO and Assistant RMLO Appointment and Duties*
- Creates agency guidelines for maintaining records
- Coordinates records disposition and obtains approval to destroy records
- Prepares and submits agency retention schedules
- Transfers inactive records to off-site storage facilities
- Disseminates records management information to agency personnel
- Maintains control files to document agency records activities
- Assistant RMLO
  - Support RMLO with agency records program
  - May obtain temporary authority to sign disposition authorizations

# Form RC-078



STATE AGENCY:		DIVISION / UNIT:	
ADDRESS:			INTER-DEPARTMENT MAIL: <input type="checkbox"/> YES <input type="checkbox"/> NO
FIRST NAME:	LAST NAME:	JOB TITLE:	
DIVISION / UNIT (if different from above):		ADDRESS (if different from above):	INTER-DEPARTMENT MAIL: <input type="checkbox"/> YES <input type="checkbox"/> NO
E-MAIL:	PHONE:	FAX:	
<b>ADD DESIGNATION:</b> <input type="checkbox"/> Add as RMLO <input type="checkbox"/> Add as Assistant RMLO	<b>REMOVE DESIGNATION:</b> <input type="checkbox"/> Remove as RMLO <input type="checkbox"/> Remove as Assistant RMLO	<b>OTHER:</b> <input type="checkbox"/> Update contact information <input type="checkbox"/> Change status to _____	
<b>AREA(S) OF AUTHORITY</b> (Use "Other" for a large agency designating more than one RMLO): <input type="checkbox"/> Entire Agency <input type="checkbox"/> Other (division/department/region/program): _____			
<b>NOTES:</b> _____ _____			
<b>AGENCY HEAD OR DEPUTY</b> (type or print): _____			
<b>TITLE</b> (type or print): _____			
<b>APPROVED</b> (signature of agency head or deputy): _____			<b>DATE SIGNED:</b> _____

# Employee Responsibilities

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- Be aware of records management requirements
  - Public Records Policy 05
  - Records Retention Schedules
- Retain records until eligible for disposition
- Ensure records are disposed of after receiving authorization

# Records Custodian



- Responsible for the direct custody and care of the records in the normal course of business
- May or may not be the records creator
- Signs RC-108 disposition authorization



# Records Retention Schedules



[ABOUT](#)[DEPARTMENTS](#)[COLLECTIONS](#)[RESEARCH](#)[NEWS](#)[CONTACT](#)[SALES/DONATIONS](#)[SEARCH THIS SITE](#)

## Search

- ▶ [Our Catalog \(Primo\)](#)
- ▶ [Articles \(researchIT-CT\)](#)
- ▶ [Catalog \(findIT-CT\)](#)
- ▶ [CSL Digital Archive - CTDA](#)
- ▶ [CSL Digital Archive - Content DM](#)
- ▶ [Search This Site](#)

## How to ...

- ▶ [Find Hours and Locations - All Facilities](#)
- ▶ [Visit the State Library in Hartford](#)
- ▶ [Ask for Research Assistance](#)
- ▶ [Ask a Librarian](#)
- ▶ [Ask Public Records Administration](#)

## Welcome to the Connecticut State Library

- [The Connecticut State Library will be closed on Friday, November 10 in observance of Veterans Day.](#)

The Connecticut State Library is currently open to the public Monday – Friday from 10 a.m. – 2 p.m. Email questions can also be [sent to staff](#).

### State Library News Headline Links:

- [2023 Fall Third Thursday Schedule](#)
- [Connecticut State Library Receives 6th Grant Award for Newspaper Digitization](#)
- [CSL Website Refresh Changes Update](#)

### Department Links

[CT Library for Accessible Books  
Museum](#)  
[Public Records Administration](#)  
[Reference Services](#)  
[Services to Libraries](#)  
[State Archives](#)

### Audience Links

[Historians & Genealogists](#)  
[Legal Researchers](#)  
[Librarians](#)  
[Library for Accessible Book Users](#)  
[Local Government](#)  
[State Agencies](#)

[ABOUT](#)[DEPARTMENTS](#)[COLLECTIONS](#)[RESEARCH](#)[NEWS](#)[CONTACT](#)[SALES/DONATIONS](#)[SEARCH THIS SITE](#)

## Public Records

- ▶ [Public Records Home](#)
- ▶ [Municipal Records Management Program](#)
  - ▶ [General Records Retention Schedules](#)
  - ▶ [Historic Documents Preservation Program](#)
  - ▶ [State Records Management Program](#)
    - ▶ [General Records Retention Schedules](#)
    - ▶ [Agency Specific Records Retention Schedules](#)
    - ▶ [State Records Center Facility](#)
- ▶ [Essential Records Program](#)
- ▶ [Ask Public Records Administration](#)

## Office of the Public Records Administrator

Pursuant to the Connecticut General Statutes § 11-8(a), the Office of the Public Records Administrator [OPRA] is responsible for the design and implementation of a records management program for all state agencies within the executive department as well as for certain quasi-public agencies, and the towns, cities, boroughs, districts, and other political subdivisions of the state.

This includes:

- overseeing the life cycle of public records in both paper and electronic forms including creation, use, maintenance and disposition;
- publishing records retention schedules;
- keeping state and local government agencies informed about current records management issues and requirements through publication of manuals, policies, and guidelines;
- developing standards for records creation in paper and electronic formats;
- overseeing the disposition of all public records;
- identifying and preserving records essential for the continuity of government operations during or immediately following a disaster or emergency situation;

# Forms, Policies, & Procedures



## Public Records

- ▶ [Public Records Home](#)
- ▶ [Municipal Records Management Program](#)
  - ▶ [General Records Retention Schedules](#)
  - ▶ [Historic Documents Preservation Program](#)
- ▶ [State Records Management Program](#)
  - ▶ [General Records Retention Schedules](#)
  - ▶ [Agency Specific Records Retention Schedules](#)
  - ▶ [State Records Center Facility](#)
- ▶ [Essential Records Program](#)
- ▶ [Ask Public Records Administration](#)

## State Records Management Program

Contact: LeAnn Burbank, 860-757-6540

### Records Retention and Disposition

[PRP 05: Disposition of Public Records](#)

[General Records Schedules](#)

[Agency-Specific Records Schedules](#)

[Form RC-108: Records Disposition Authorization](#)

[Volume of Records Measurement Guide](#)

[Form RC-109: Records Disposition Certificate for Information Systems Records](#)

[Form RC-077: Request for Removal of Public Records Personal Data Files](#)

[State Archives Policy 01: Transfer of Historical Records to the State Archives or Other Approved Archival Repository](#)

[Procedures for the Transfer of Historical Public Records to the State Archives](#)

[State Archives Memorandum of Transfer](#)

### Records Management Liaison Officer (RMLO) and Assistant RMLO

[PRP 07: RMLO and Assistant RMLO Appointment and Duties](#)

[Form RC-078: RMLO Designation](#)

# General Records Retention Schedules



## Public Records

- ▶ [Public Records Home](#)
- ▶ [Municipal Records Management Program](#)
  - ▶ [General Records Retention Schedules](#)
  - ▶ [Historic Documents Preservation Program](#)
- ▶ [State Records Management Program](#)
  - ▶ [General Records Retention Schedules](#)
  - ▶ [Agency Specific Records Retention Schedules](#)
  - ▶ [State Records Center Facility](#)
- ▶ [Essential Records Program](#)
- ▶ [Ask Public Records Administration](#)

## General Records Retention Schedules for State Agencies

See below for links to all active General Records Retention Schedules for agencies that are part of the State Records Management Program (state agencies in the executive department 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 many agencies. See the Specific Records Retention Schedules for State Agencies page for records that are unique to specific agencies.
- For superseded or obsolete General Records Retention Schedules, contact the Office of the Public Records Administrator for assistance.

Show  entries

Search:

### General Retention Schedules

[ADMIN Administrative Records](#)

[PERS Personnel Records](#)

[FISCAL Fiscal Records](#)

[HEALTH Health Records](#)

[EDU Higher Education Records](#)

[INFOSYS Information Systems Records](#)

# Agency Specific Retention Schedules



## Public Records

- ▶ [Public Records Home](#)
- ▶ [Municipal Records Management Program](#)
  - ▶ [General Records Retention Schedules](#)
  - ▶ [Historic Documents Preservation Program](#)
- ▶ [State Records Management Program](#)
  - ▶ [General Records Retention Schedules](#)
  - ▶ [Agency Specific Records Retention Schedules](#)
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## Agency Specific Records Retention Schedules

See below for links to all active Specific Records Retention Schedules for agencies that are part of the State Records Management Program (state agencies in the executive department 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 unique to specific agencies. See the General Records Retention Schedules for State Agencies page for records that are common to all agencies.
- For superseded or obsolete Specific Records Retention Schedules, contact the Office of the Public Records Administrator for assistance.

PLEASE NOTE: Only Specific Records Retention Schedules created or revised after July 1, 2007 are posted below. Schedules with effective dates prior to July 1, 2007 and the official record copy of all schedules are on file at the Office of the Public Records Administrator.

[Administrative Services, Department of \(DAS\)](#)

[Aging and Disability Services, Department of \(ADS\)](#)

[Agricultural Experiment Station, Connecticut \(CAES\)](#)

[Attorney General, Office of \(AG\)](#)

[Banking, Department of \(DOB\)](#)

# Retention Schedule (ADMIN)



## Record Series Title

Record Series Title  Retention Schedule[Full Path]

Information Type  Keyword of [FullPath Or Essential Record Or Title Or Description Or Comments Or Code Or Record Type]

Record Series Code	Record Series Title	Minimum Retention	Disposition	DESCRIPTION
Agency General Schedules: Administrative				
ADMIN-001	<a href="#">Correspondence - Related to Specific Agency Functions or Programs (Corporate Master)</a>	Follow retention of appropriate corresponding records series	Follow disposition of records series that documents specific agency functions or programs. [When requesting permission to dispose of records, indicate the records series number on Form RC-108]	For communications related to specific agency functions or programs including email, instant messaging, and text messaging, use appropriate corresponding records series.
ADMIN-002	<a href="#">Email and other Electronic Messages (Corporate Master)</a>	Follow retention of appropriate corresponding records series	Follow disposition of appropriate records series.	For electronic messages, such as electronic mail (email), instant messaging, (IM) and text messaging (SMS), use appropriate corresponding records series.
ADMIN-003	<a href="#">Social Media Records (Corporate Master)</a>	Follow retention of appropriate corresponding records series	Follow disposition of appropriate corresponding records series	For social media/Web 2.0 records, such as Facebook™ and Twitter™, use the appropriate corresponding records series.
ADMIN-004	<a href="#">Website Content Records (Corporate Master)</a>	Follow retention of appropriate corresponding records series	Follow disposition of appropriate corresponding records series	For website content records, such as websites, blogs, and wikis, use the appropriate corresponding records series. This applies to the official record copy.
ADMIN-005	<a href="#">Accident Records (Corporate Master)</a>	Calendar year end + 10 Year(s)	Destroy after receipt of signed Form RC-108	This series documents reports and related documents regarding personal injury on state property, at state sponsored events, or in state owned vehicles.
ADMIN-006	<a href="#">Accreditation Records (Corporate Master)</a>	Next accreditation + 5 Year(s)	Disposition 5 years from date accreditation granted, or until next accreditation, whichever is later. Destroy after receipt of signed Form RC-108	This series documents the accreditation process by accrediting and regulatory bodies. Including but not limited to data; correspondence; other supporting documentation, reports received from study committees of accrediting associations; and suggestions and recommendations concerning organizational structure and administration.
ADMIN-007	<a href="#">Alarm System Activity Reports (Corporate Master)</a>	Activity date + 2 Year(s)	Destroy after receipt of signed Form RC-108	This series documents alarm system activity at agency facilities. Including but not limited to: alarm test check sheets; zone check sheets; gate alarm check sheets; and alarm activity logs.
ADMIN-008	<a href="#">Award and Recognition Records (Corporate Master)</a>	Award date + 3 Year(s)	Destroy after receipt of signed Form RC-108	This series documents the issuance of awards and recognition of state employees, as well as students and faculty at higher education institutions, and the general public. Including but not limited to: award descriptions; qualification materials; and related correspondence.
ADMIN-009	<a href="#">Calendars - Administrative Head (Corporate Master)</a>	Term of office + 2 Year(s)	Destroy after receipt of signed Form RC-108	This series documents daily activities of the administrative head of an agency (i.e., commissioner, executive director, agency head, or chief executive officer)
ADMIN-010	<a href="#">Calendars - Staff (Corporate Master)</a>	Calendar year end + 1 Year(s)	Destroy after receipt of signed Form RC-108	This series documents daily activities of staff.
ADMIN-011	<a href="#">Complaint Files (Corporate Master)</a>	Resolution date + 2 Year(s)	Destroy after receipt of signed Form RC-108	This series documents routine complaints that do not involve health and safety issues. Including but not limited to: complaints, preliminary investigations, findings, background material and responses.

# Records Series



## Record Series Title

Record Series Title	Award and Recognition Records
Record Series Description	This series documents the issuance of awards and recognition of state employees, as well as students and faculty at higher education institutions, and the general public. Including but not limited to: award descriptions; qualification materials; and related correspondence.
Record Series Code	ADMIN-008
Information Types	Award and Recognition Letters,Award Descriptions,Award Letters,Correspondence,Qualification Materials,Recognition Letters
Agency Unit - Function	
Minimum Retention	Award date + 3 Year(s)
Disposition	Destroy after receipt of signed Form RC-108
Effective Date	May 1, 2014
Version	2
Notes	See ADMIN-008 Award and Recognition Records for mediation awards. See PERS-017 Employee Personnel File for award records related to employee service and compensation. See EDU-046 for retention of Student Financial Aid Records.
Citation(s)	
Essential Record	
Historical Value	Archival Review Required
Legacy Record Series	S1-040
Full Name	Agency General Schedules: Administrative: Award and Recognition Records

# Retention Schedule Reminders



- The same records management principles apply to electronic records as paper records
- No requirement to create a record just because it's listed on a schedule
- If not listed on a schedule, can't dispose – contact the Public Records Office for assistance
- Schedules do not provide authority to dispose – obtain authorization in advance (using Form RC-108)



# Developing Retention Schedules



- Collaborative process → Agency & Public Records
- Form RC-051 Retention Schedule Worksheet
- Reviewed by Archives staff for archival value

Retention Determined by: Value

- Administrative
- Legal
- Fiscal
- Historical / Research

Factors include:

- Operational needs
- Federal and state laws
- Regulations
- Statutes of limitation
- State or federal fiscal audits
- Other internal audits
- Archival value



# RC-051 Form



- For creating or revising retention schedules

(1) AGENCY:		(2) AGENCY ADDRESS:	
(3) <input type="checkbox"/> DEPARTMENTAL SCHEDULE (list division, unit, or program): <input type="checkbox"/> FUNCTIONAL SCHEDULE (list functions):			
(4) RMLO:	(5) RMLO PHONE:	(6) RMLO E-MAIL:	
(7) STATUTES/REGULATIONS ESTABLISHING AGENCY AUTHORITY/FUNCTION:			

(8) Add/ Delete/ Modify	(9) Series #	(10) Records Series Title	(11) Description	(12) Retention	(13) Disposition	(14) Notes
	Leave blank if this is a new record series.					Press "Tab" to add additional rows.

# Disposition Authorization



# Destruction Procedures




- Refer to *Public Records Policy 5: Disposition of Public Records*
- Determine which records are eligible for destruction
- Obtain authorization to destroy public records by submitting a Records Disposition Authorization Form (RC-108)



# RC-108 Form



<b>RECORDS DISPOSITION AUTHORIZATION – STATE AGENCIES</b> Form RC-108 (Revised 12/2021)				STATE OF CONNECTICUT Connecticut State Library Office of the Public Records Administrator 231 Capitol Avenue, Hartford, CT 06106 <a href="https://ctstatelibrary.org/publicrecords">https://ctstatelibrary.org/publicrecords</a>			
AUTHORITY: State agencies in the Executive branch and certain quasi-public agencies must use this form to obtain approval for disposition (destruction or transfer) of public records in accordance with CGS §11-8a. All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed; contact this office for further direction. <b>See Page 2 for instructions. Send completed form by email.</b>							
STATE AGENCY:		DIVISION / UNIT:		RMLO EMAIL ADDRESS (for return of form):			
TYPE OF REQUEST – Indicate one and sign the associated certification statement below:							
<input type="radio"/> TRANSFER		I hereby certify that the records listed below are to be transferred to another entity. After approval, legal title and custody of the records listed below will be transferred to (include name and address):					
<input type="radio"/> DESTRUCTION		I hereby certify that the records listed below have met the retention requirements as indicated on approved records retention schedules issued by the Office of the Public Records Administrator. No records listed, in my opinion, pertain to any pending case, claim, or action. If applicable, all relevant audit reports have been issued.					
RECORDS CUSTODIAN (type or print):		JOB TITLE OF RECORDS CUSTODIAN (type or print):	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:	PHONE:		
RMLO (type or print):		JOB TITLE OF RMLO (type or print):	RMLO SIGNATURE:	DATE SIGNED:	PHONE:		
RECORD SERIES NUMBER <small>(e.g. ADMIN-015 or DAS-01-001)</small>	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION		
		FROM	THRU				
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
OFFICE USE ONLY — AUTHORIZATION EXCEPTIONS:				TOTAL VOLUME OF RECORDS	Email		
APPROVED (Signature of State Archivist):		DATE SIGNED:	APPROVED (Signature of Public Records Administrator):		DATE SIGNED:		

# RC-108 Agency Information



STATE AGENCY:		DIVISION / UNIT:		RMLO EMAIL ADDRESS <i>(for return of form)</i> :	
TYPE OF REQUEST – Indicate one and sign the associated certification statement below:					
<input type="radio"/> TRANSFER		I hereby certify that the records listed below are to be transferred to another entity. After approval, legal title and custody of the records listed below will be transferred to (include name and address):			
<input type="radio"/> DESTRUCTION		I hereby certify that the records listed below have met the retention requirements as indicated on approved records retention schedules issued by the Office of the Public Records Administrator. No records listed, in my opinion, pertain to any pending case, claim, or action. If applicable, all relevant audit reports have been issued.			
RECORDS CUSTODIAN <i>(type or print)</i> :	JOB TITLE OF RECORDS CUSTODIAN <i>(type or print)</i> :	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:	PHONE:	
RMLO <i>(type or print)</i> :	JOB TITLE OF RMLO <i>(type or print)</i> :	RMLO SIGNATURE:	DATE SIGNED:	PHONE:	

- State Agency
- Division/Unit
- RMLO email address (for return of form)
- Transfer or Destruction
- Records Custodian & RMLO:
  - Name
  - Job title
  - Signature & date signed
  - Phone number

# RC-108 Records Information



	RECORD SERIES NUMBER <i>(e.g. ADMIN-015 or DAS-01-001)</i>	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION
			FROM	THRU		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

- Record Series ID # (from State General or Agency Specific Retention Schedule)
- Record Series Title (from State General or Agency Specific Retention Schedule)
- Date Range of Records (may include multiple years in one row, must include start & end date)
- Volume of records (in cubic feet, megabytes, or gigabytes)
- Proposed date of disposition

# RC-108 Authorization



OFFICE USE ONLY — AUTHORIZATION EXCEPTIONS:			TOTAL VOLUME OF RECORDS	Email
APPROVED <i>(Signature of State Archivist):</i>	DATE SIGNED:	APPROVED <i>(Signature of Public Records Administrator):</i>	DATE SIGNED:	

- Total Volume of Records
- Public Records/Archives use:
  - Authorization Exceptions (records cannot be destroyed)
  - Signature of State Archivist
  - Signature of Public Records Administrator

# RC-108 Instructions



State of Connecticut

Connecticut State Library

Office of the Public Records Administrator

## Form RC-108 Instructions Records Disposition Authorization—State Agencies

Fill out the form completely and legibly and email to [csl.disposition@ct.gov](mailto:csl.disposition@ct.gov) or by using the above Email button. Do **NOT** send a duplicate hard copy via mail. The signed form will be returned to the RMLO via email after review.

Do **NOT** use the Adobe Fill & Sign tool (pen icon). Type names into text fields on form and signatures will appear in cursive font.

Each form must be signed by the Records Custodian and the Records Management Liaison Officer (RMLO). If the RMLO is the Records Custodian, only the RMLO's signature is required.

Each line should contain only one record series. Each line should include:

1. Record Series ID # (from State General or Agency Specific Retention Schedule)
2. Record Series Title (from State General or Agency Specific Retention Schedule)
3. Date Range of Records (may include multiple years in one row)
4. Volume of records (in cubic feet, megabytes, or gigabytes)—**include total volume** (bottom of page)
5. Proposed date of disposition

If additional rows are needed, use additional forms.

At the time of disposal, the RMLO should record the actual date of disposition, attach any related supporting documentation (e.g., Certificate of Destruction or Transfer Agreement), and retain pursuant to ADMIN-059. Hard copy records should be destroyed by shredding.

Contact [csl.disposition@ct.gov](mailto:csl.disposition@ct.gov) or (860) 757-6540 with any questions

Resources:

- [State Records Management Program](#)
- [Disposition of Public Records](#)
- [State General Retention Schedules](#)
- [State Agency Specific Retention Schedules](#)
- [Guide for Measuring Volume of Records](#)
- [Using Adobe fillable pdf online forms](#)

# Records Destruction



- Approved RC-108 will be returned to RMLO via email
- Utilize a method that ensures the total destruction of the record:
  - Hard copy formats
    - Shred with a cross cut shredder
    - Recycle after shredding, if possible
  - Electronic media
    - National Institute of Standards and Technology (NIST) Special Publication 800-88
    - i.e. Clear, Purge, Destroy
- Document the destruction
  - Certificate of Destruction
- RMLO should keep copy of completed RC-108



# Digital Imaging (Scanning)



- *Public Records Policy 04: Electronic Records Management*
- *Public Records Standards 04-1: Electronic Records*
- *Public Records Standards 04-2: Digital Imaging*
- *Public Records Memorandum 101: Disposition of Original Paper Records after Scanning*
- Digitization Policy Template
- Disposition of paper copies:
  - Less than permanent retention
  - Approval Required: Use Form RC-108.1
- Digitization policy on file with OPRA:
  - RC-108.1 not required
  - Scan and destroy original paper records with any retention period (**must** contact State Archives prior to disposal of permanent/archival/life of structure records)



# RC-108.1 Form



## AUTHORIZATION FOR DISPOSAL OF ORIGINAL (Non-Permanent) PAPER RECORDS STORED AS DIGITAL IMAGES – STATE AGENCIES



STATE OF CONNECTICUT  
 Connecticut State Library  
 Office of the Public Records Administrator  
 231 Capitol Avenue, Hartford, CT 06106  
<https://ctstatelibrary.org/publicrecords>

Form RC-108.1 (Revised 12/2022)

**AUTHORITY:** State agencies in the Executive branch and certain quasi-public agencies must use this form to obtain approval for disposal of original (non-permanent) paper records stored as digital images in accordance with *Public Records Memorandum 101: Disposition of Original Paper Records after Scanning* (2022). All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed; contact this office for further direction.

**See Page 2 for instructions. Send completed form by email.**

STATE AGENCY:	DIVISION / UNIT:	RMLO EMAIL ADDRESS (for return of form):
---------------	------------------	--

By signing below, I certify that the paper records listed below have been reformatted as digital images and are being maintained in compliance with *Public Records Policy 04: Electronic Records Management*. The digital images have been inspected and found to be complete and accurate representations of the original records. Upon approved destruction of the paper records, the digital images will be designated as the official record copies. All digital images will be properly maintained and will remain accessible for the full retention period. I understand that this disposal request pertains to the paper copy of the records and that future disposal of the digital images will require prior authorization.

RECORDS CUSTODIAN (type or print):	JOB TITLE OF RECORDS CUSTODIAN (type or print):	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:	PHONE:
RMLO (type or print):	JOB TITLE OF RMLO (type or print):	RMLO SIGNATURE:	DATE SIGNED:	PHONE:

	RECORD SERIES NUMBER <i>(e.g. ADMIN-015 or DAS-01-001)</i>	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION
			FROM	THRU		
1.						
2.						

# Be Prepared



- In event of disaster:
  - Contact OPRA upon discovery
  - Recover records where possible
  - Restoration companies
  - Document damage
  - Obtain permission to dispose of damaged records



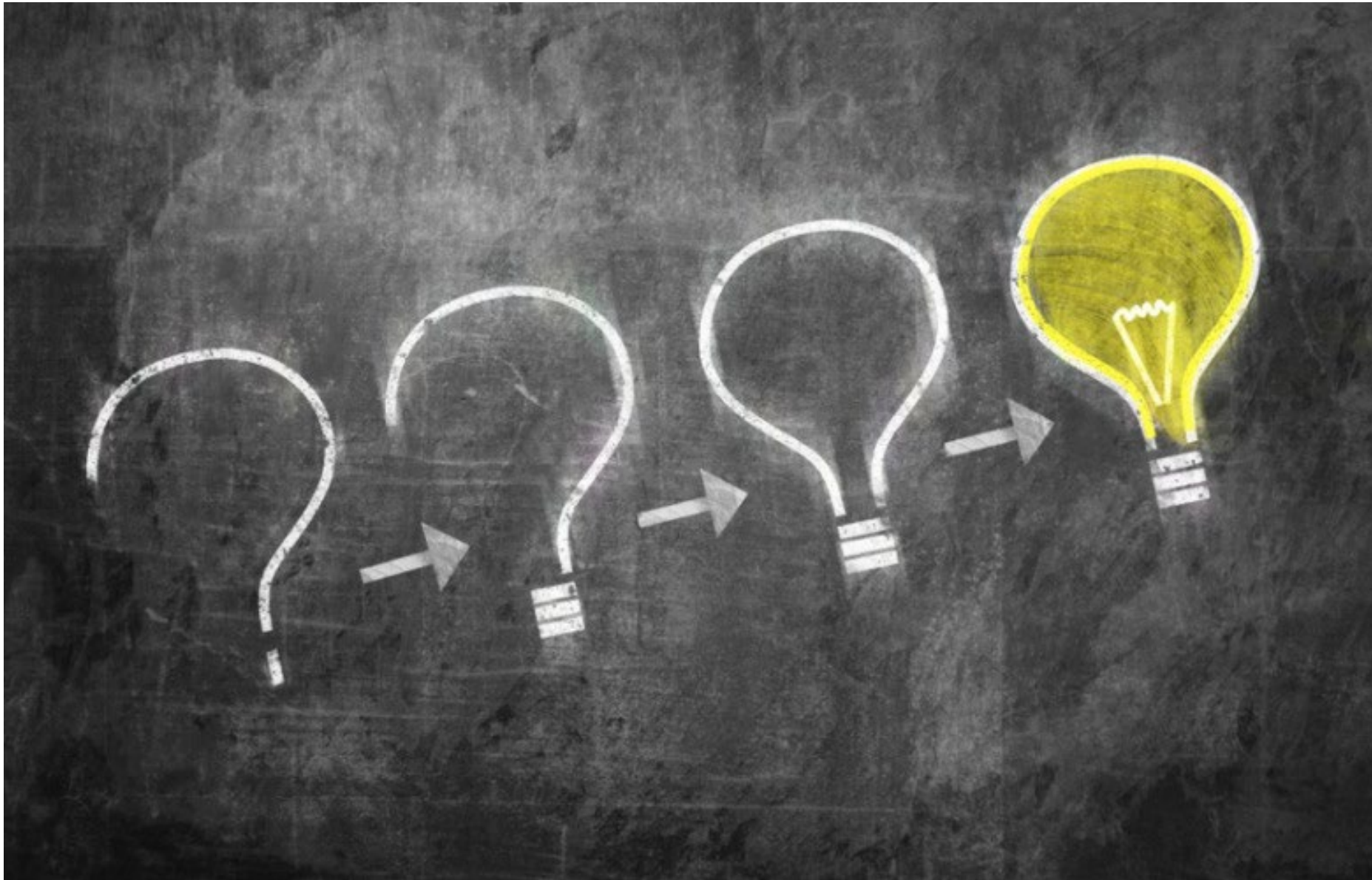
## Next Session:

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- *State Records Center: Storage & Retrieval (December 13)*
- *2024 sessions TBD, including:*
  - *Electronic Records*
  - *Disaster Preparedness*
  - *And more!*

# Questions?





# CT State Library

*Office of the Public Records Administrator*

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*State Records Management Program:*

<https://ctstatelibrary.org/publicrecords/state>