

**AUTHORIZATION FOR DISPOSAL OF ORIGINAL  
NON-PERMANENT PAPER RECORDS STORED  
AS DIGITAL IMAGES – STATE AGENCIES**

Form RC-140 (Revised 5/2024)



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

**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 CGS §§ 11-8a; 1-13; 1-16 through 1-18; and *Public Records Memorandum 101: Disposition of Paper Records after Scanning (2024)*. All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, contact this office for further direction.

**INSTRUCTIONS:**

1. Use this form to request authorization to dispose of original non-permanent paper records that have been reformatted as digital images.
2. Fill out the form completely and legibly and email form to [CSL.Disposition@ct.gov](mailto:CSL.Disposition@ct.gov)
3. The form must be signed by the Records Custodian and Records Management Liaison Officer (RMLO).
4. After approval by the State Archivist and the Public Records Administrator, a copy of the approved Authorization will be returned to the RMLO. Records may not be destroyed until the agency has received the signed Authorization.
5. 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.

<b>STATE AGENCY:</b>	<b>DIVISION / UNIT:</b>	<b>RMLO EMAIL ADDRESS</b> (for return of form):
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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 4: 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 via the RC-108 form.

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

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.					

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