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| **Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images - State Agencies**  **Form RC-108.1** (08/2014) | |  | | **Connecticut State Library**  **Office of the Public Records Administrator**  231 Capitol Avenue, Hartford, CT 06106  <http://www.ctstatelibrary.org/> | |
| **Instructions:** 1. Fill out the form completely and submit it to this office. Each form must be signed by the records custodian and RMLO. If the RMLO is the records custodian, only the RMLO’s signature is required. To list additional records, use additional forms. For volume of records, see [Volume of Records Measurement Guide](http://www.ctstatelibrary.org/sites/default/files/publicrecords/recordsmeasurementguide.pdf). 2. After review, the signed form will be returned to the RMLO. Paper records may not be destroyed until the Office of the Public Records Administrator has returned this signed disposal authorization to the agency. At the time of disposal, the RMLO should record the actual date of disposition, attach any related supporting documentation (e.g., Certificate of Destruction), and retain pursuant to S1-550. | | | | | |
| **State Agency:** | **Division / Unit:** | | | | |
| **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 2: Digital Imaging*. 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)*: | | | **Title of Records Custodian** *(type or print)*: | | **Phone:** |
| **Records Custodian Signature:** | | | | | **Date Signed:** |
| **RMLO** *(type or print)*: | | | **Title of RMLO** *(type or print)*: | | **Phone:** |
| **RMLO Signature:** | | | | | **Date Signed:** |

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| **Schedule & Series Number** *(e.g. S1-070 or 11-6-4 #5)* | Records Series Title | | | **Dates of Paper Records to be Destroyed** | | **Volume of Records** | | **Proposed Date of Disposition** |
| **From** | **Through** |
| 1. |  | | |  |  |  | |  |
| 2. |  | | |  |  |  | |  |
| 3. |  | | |  |  |  | |  |
| 4. |  | | |  |  |  | |  |
| 5. |  | | |  |  |  | |  |
| 6. |  | | |  |  |  | |  |
| 7. |  | | |  |  |  | |  |
| 8. |  | | |  |  |  | |  |
| 9. |  | | |  |  |  | |  |
| 10. |  | | |  |  |  | |  |
| **Authorization Exceptions:** | | | | | | | | |
| ***Signature of State Archivist:*** | | **Date Signed:** | ***Signature of Public Records Administrator:*** | | | | **Date Signed:** | |