



**STATE OF CONNECTICUT**  
**Records Retention and Disposition Policy**  
**Acknowledgment of Receipt**

Pursuant to §1-240 and §53-153 of the *General Statutes of Connecticut*, unauthorized removal or destruction of public records, as defined in §1-200(5), is a misdemeanor or a felony offense and is punishable by fine or imprisonment.

I, \_\_\_\_\_, have received a copy of the *State of Connecticut Public Records Policy 05: Disposition of Public Records*. I understand the records retention and disposition requirements.  
(Type or print full name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date