

<b>CERTIFICATE OF RECORDS DISPOSITION FOR INFORMATION SYSTEMS RECORDS – STATE AGENCIES</b> Form RC-109 (Revised 07/2023)		<b>STATE OF CONNECTICUT</b> <b>Connecticut State Library</b> <b>Office of the Public Records</b> <b>Administrator</b> 231 Capitol Avenue, Hartford, CT 06106 <a href="https://ctstatelibrary.org/publicrecords">https://ctstatelibrary.org/publicrecords</a>
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**AUTHORITY:** State agencies in the Executive branch and certain quasi-public agencies must use this form to obtain approval for disposition of public records listed on the *State Agencies' Records Schedule INFOSYS: Information Systems Records* and in accordance with CGS §11-8a. Note that for all other records series, the agency must submit a *Records Disposition Authorization* (Form RC-108) for approval prior to disposition. 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 destroyed; contact this office for further direction.

**INSTRUCTIONS:**

1. Fill out the form completely and legibly and email form to [CSL.Disposition@ct.gov](mailto:CSL.Disposition@ct.gov)
2. Submit it to this office **by December 15<sup>th</sup>** of the current year for the next calendar year (e.g., submit by December 15, 2023 for calendar year 2024).
3. The form must be signed by the Information Technology Manager or Designated IT Employee and the Records Management Liaison Officer (RMLO).
4. After approval by the State Archivist and the Public Records Administrator, a copy of the approved Certificate will be returned to the RMLO, as indicated below. Records may not be destroyed until the agency has received the signed Certificate.

<b>AGENCY:</b>	<b>DIVISION/UNIT:</b>
<b>RMLO E-MAIL</b> ( <i>for return of form</i> ):	<b>RMLO PHONE:</b>

**CERTIFICATE OF COMPLIANCE**

I hereby certify that for the period between January 1, \_\_\_\_\_ to December 31, \_\_\_\_\_, this agency will meet the retention and disposition requirements as indicated on the *State Agencies' Records Schedule INFOSYS: Information Systems Records* issued by the Office of the Public Records Administrator and denoted as "Destroy in agreement with Certificate of Records Disposition for Information Systems Records (Form RC-109)." No records, in m opinion, pertaining to any pending case, claim, or action will be destroyed.

<b>INFORMATION TECHNOLOGY MANAGER OR DESIGNATED IT EMPLOYEE:</b>	<b>JOB TITLE:</b>	
<b>INFORMATION TECHNOLOGY MANAGER OR DESIGNATED IT EMPLOYEE SIGNATURE:</b>	<b>DATE SIGNED:</b>	<b>PHONE:</b>
<b>RMLO:</b>	<b>JOB TITLE:</b>	
<b>RMLO SIGNATURE:</b>	<b>DATE SIGNED:</b>	<b>PHONE:</b>

<b>CERTIFICATE REVIEW</b>  <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b>	<b>OFFICE USE ONLY – Reason for Denial</b> ( <i>if applicable</i> ):	
<b>STATE ARCHIVIST:</b>	<b>STATE ARCHIVIST SIGNATURE:</b>	<b>DATE SIGNED:</b>
<b>PUBLIC RECORDS ADMINISTRATOR:</b>	<b>PUBLIC RECORDS ADMINISTRATOR SIGNATURE:</b>	<b>DATE SIGNED:</b>