

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

Form RC-145 (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 pre-authorization to dispose of original non-permanent paper records stored as digital images for select records series. This form certifies that records will be digitized on an ongoing basis as part of standard business practices. This authorization only applies to records series approved on this form. For approval of records that have already been scanned, use form RC-140.
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. Renew certification annually by submitting the form to this office. Certification does not extend beyond the 12-month period.
5. After approval by the State Archivist and the Public Records Administrator, a copy of the approved Certificate will be returned to the RMLO. Records may not be destroyed until the agency has received the signed Certificate. A new Certificate must be submitted annually.

<b>STATE AGENCY:</b>	<b>DIVISION / UNIT:</b>	<b>RMLO EMAIL ADDRESS</b> <i>(for return of form):</i>
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By signing below, I certify that the agency will digitize paper records of the below records series created or received between the 12-month period \_\_\_\_\_ to \_\_\_\_\_, and the digital images will be created and maintained in compliance with *Public Records Policy 4: Electronic Records Management*. The digital images will be inspected and found to be complete and accurate representations of the original records. Approved records series will be digitized on an ongoing basis as part of standard business practices, and 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. This authorization is effective for one year; I understand I must submit an annual request to continue disposing of the original paper records. This authorization applies only to the below listed records series; I understand I must submit a new form for authorization of additional records series. I understand that this disposal request pertains to the paper copy of the records ONLY and that future disposal of the digital images will require prior authorization via the RC-108 form.

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

RECORD SERIES NUMBER <i>(e.g. ADMIN-015 or DAS-01-001)</i>	RECORDS SERIES TITLE	RECORD SERIES NUMBER <i>(e.g. ADMIN-015 or DAS-01-001)</i>	RECORDS SERIES TITLE
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

**OFFICE USE ONLY — AUTHORIZATION EXCEPTIONS:**

<b>APPROVED</b> <i>(Signature of State Archivist):</i>	<b>DATE SIGNED:</b>	<b>APPROVED</b> <i>(Signature of Public Records Administrator):</i>	<b>DATE SIGNED:</b>
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