

**AUTHORIZATION FOR DISPOSAL OF ORIGINAL  
(Non-Permanent) PAPER RECORDS STORED AS  
DIGITAL IMAGES – STATE AGENCIES**

Form RC-108.1 (Revised 12/2022)



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 *Public Records Memorandum 101: Disposition of Original Paper Records after Scanning* (2022). 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 disposed; contact this office for further direction.

**See Page 2 for instructions. Send completed form by email.**

<b>STATE AGENCY:</b>	<b>DIVISION / UNIT:</b>	<b>RMLO EMAIL ADDRESS (for return of form):</b>
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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 04: 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.

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

RECORD SERIES NUMBER (e.g. ADMIN-015 or DAS-01-001)	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>

<b>APPROVED (Signature of State Archivist):</b>	<b>DATE SIGNED:</b>	<b>APPROVED (Signature of Public Records Administrator):</b>	<b>DATE SIGNED:</b>
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## Form RC-108.1 Instructions

### Authorization for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images—State Agencies

Fill out the form completely and legibly and email to [csl.disposition@ct.gov](mailto:csl.disposition@ct.gov) or by using the above Email button. Do **NOT** send a duplicate hard copy via mail. The signed form will be returned to the RMLO via email after review.

Do **NOT** use the Adobe Fill & Sign tool (pen icon). Type names into text fields on form and signatures will appear in cursive font.

Each form must be signed by the Records Custodian and the Records Management Liaison Officer (RMLO). If the RMLO is the Records Custodian, only the RMLO's signature is required.

Each line should contain only one record series. Each line should include:

1. Record Series ID # (from State General or Agency Specific Retention Schedule)
2. Record Series Title (from State General or Agency Specific Retention Schedule)
3. Date Range of Records (may include multiple years in one row)
4. Volume of records (in cubic feet, megabytes, or gigabytes)—**include total volume** (bottom of page)
5. Proposed date of disposition

If additional rows are needed, use additional forms.

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.

Contact [csl.disposition@ct.gov](mailto:csl.disposition@ct.gov) or (860) 757-6540 with any questions

#### Resources:

- [State Records Management Program](#)
- [Digital Imaging Policy](#)
- [Digital Imaging Standards](#)
- [Disposition of Public Records](#)
- [State General Retention Schedules](#)
- [State Agency Specific Retention Schedules](#)
- [Guide for Measuring Volume of Records](#)
- [Using Adobe fillable pdf online forms](#)