

RECORDS DISPOSITION AUTHORIZATION

Connecticut Towns, Municipalities, and Boards of Education

Form RC-075 (Revised 01/2010)



STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

www.cslib.org/publicrecords

INSTRUCTIONS:

1. Use this form to obtain approval for disposition (destruction or transfer) of public records pursuant to CGS §7-109.
2. If this form is used for educational records, please ensure that the Superintendent of Schools reviews and signs the form.
3. If necessary, use additional forms. Each form must be signed. Please fill-out the form completely and legibly and submit to the above-listed address at least 20 days prior to the proposed date of disposition.
4. **Volume of Records:** Letter-size drawer = 1.54 cubic ft. / Legal-size drawer = 2.0 cubic ft. / Record carton (standard banker's box) = 1.0 cubic ft
5. After receiving approval, the original signed form must be retained in the Office of the Town Clerk. The originator of this form (custodian of the record) may keep a duplicate copy. Records that cannot be destroyed have been so noted.

I hereby certify that the records listed below have met the retention requirements established by the Office of the Public Records Administrator in the form of approved records retention schedules. No records listed, in our opinion, pertain to any pending case, claim, or action.

GOVERNMENT AUTHORIZATION	[Redacted]			DATE:	3/18/14
				DATE:	3/19/14
EDUCATION AUTHORIZATION	SUPERINTENDENT OF SCHOOLS (type or print):	SIGNATURE (Superintendent of Schools):		DATE:	
SCHEDULE & SERIES # (e.g., M1-080)	RECORDS SERIES TITLE	INCLUSIVE DATES OF RECORDS		VOLUME OF RECORDS (indicate cubic ft.)	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1.	Permit application.files, plans. W1501- W4399	7/13/99	2/18/00	29 cf	4/18/14
2. M10-020				✓	
3. M10-025				✓	
4. M10-030				✓	
5. M10-035				✓	
6. M10-065				✓	
7. M10-070				✓	
8.					
9.					
10.					
11.					
12.					
13.					
14.					
PUBLIC RECORDS AUTHORIZATION	APPROVED (Public Records Administrator):			DATE:	
	[Signature: J. Ann B. Power]			JUL 01 2014	
APPROVED (State Archivist):			DATE:		
[Signature: Kenneth Pellegrino]			JUL 01 2014		

PUBLIC RECORDS NOTES:

Item # 2-7 have been imaged and microfilmed by Data Bank.
 Microfilming and Digital Imaging Certificate of Compliance on file with PRA. JMY.