



**CT State Library**

*Office of the Public Records Administrator*

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## **State Records Management Training**

**Session 5**

# **CT STATE LIBRARY: REFERENCE SERVICES & STATE DOCUMENTS**

**March 19, 2025**

**Presented by**

**State Library Reference Services**

**Office of the Public Records Administrator**



# Presenters

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- **Lindsay Cawley**  
*Reference Services Unit Head*
- **Mel E. Smith**  
*History & Genealogy Library Specialist*
- **Wafaa Razeq**  
*Connecticut Documents Librarian*

Reference Services

Connecticut State Library

<https://portal.ct.gov/csl/departments/reference-services-group>

<https://libguides.ctstatelibrary.org/hg/home>

<https://libguides.ctstatelibrary.org/girs/conndocs>



# Agenda

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- Reference Services
- History & Genealogy
- State Documents



# Reference Services

**Lindsay Cawley**

Reference Services Unit Head

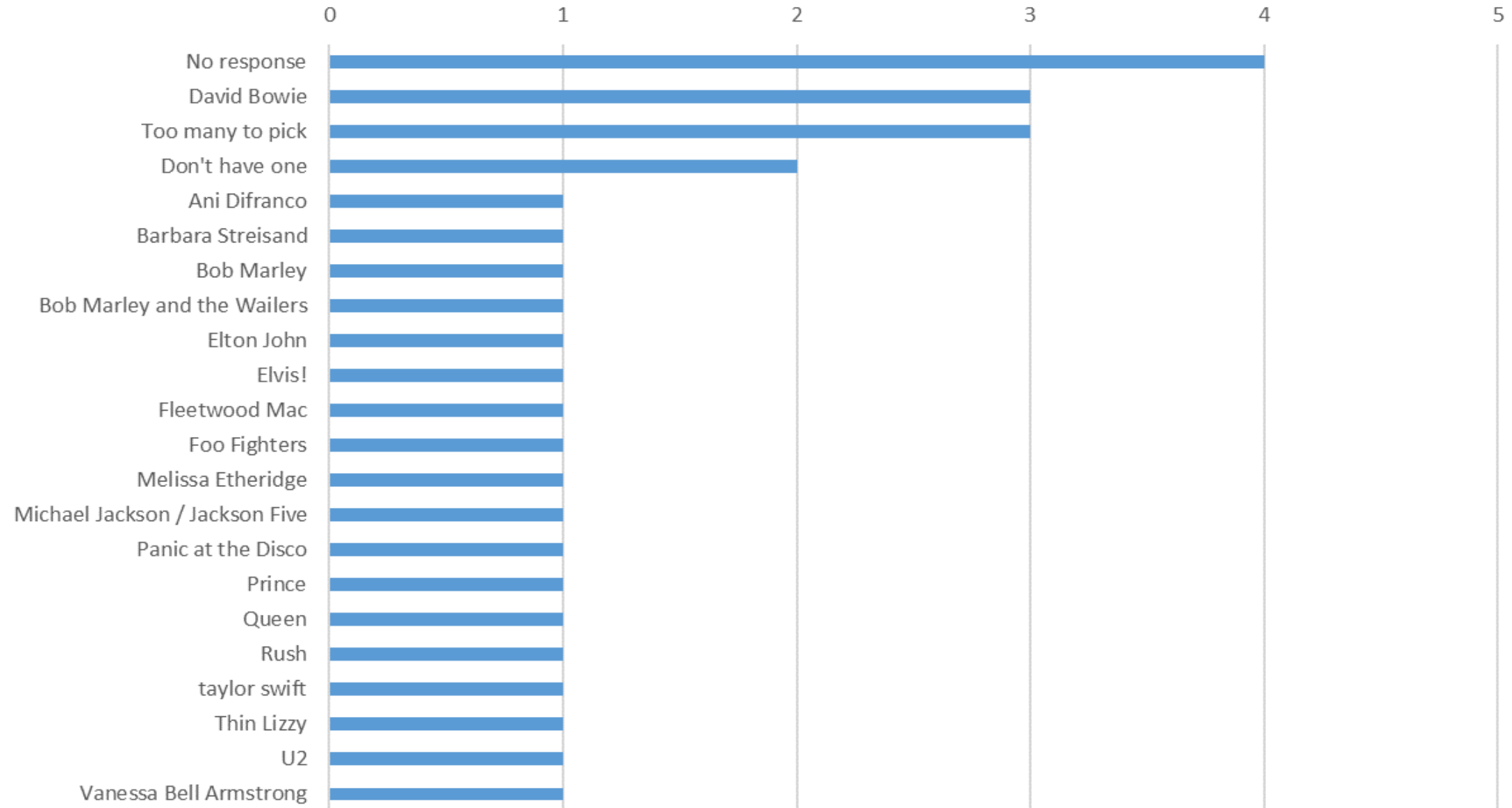
[Lindsay.Cawley@ct.gov](mailto:Lindsay.Cawley@ct.gov) 860-757-6500

<https://portal.ct.gov/csl/departments/reference-services-group>





# Favorite Bands/Singers





# Introduction

- First State Librarian appointed in 1854
- “Here the several State officials should find all necessary books, whether they be costly works of reference, special treatises along their lines, or the departmental reports of their own State or the several sister states. Here, also, should be deposited by them all books and reports sent to them in their official capacity.”
  - State Librarian’s Annual Report, 1903
- We are the state’s long-term memory







## **Government Information Services**

- Connecticut and United States government publications
- public policy resources
- general reference resources
- Regional Federal Depository for Connecticut and Rhode Island
- Connecticut State Documents repository

**(860) 757-6500**  
**CSL.GIS@ct.gov**

## **Law & Legislative Reference**

- comprehensive collection of state and federal legal publications
- permanent home of Connecticut General Assembly official transcripts and legislative bill files
- indexes legislative bills and transcripts and compiles legislative histories for Connecticut Public and Special Acts.

**(860) 757-6590**  
**CSL.LAWREF@ct.gov**

## **History & Genealogy**

- access point for the Connecticut State Archives
- materials on the history of Connecticut and its people
- emphasis on both Connecticut and New England resources
- genealogies, historical newspapers, local histories, and vital records

**(860) 757-6580**  
**CSL.HG@ct.gov**



# What kinds of questions do we answer?







## Most Common Law Questions

From State Agencies, Last 3 years

- Legislative History
- Public and Special Acts
- Historical Statutes
- Articles (Law Journals, Newspapers, etc.)
- Treatises
- Court Cases
- Bills or Bill Files
- Federal Documents
- Legal Definitions
- Practice Book
- Administrative Decisions/Opinions
- Governor
- Records & Briefs
- Current Statutes

## Somewhat Common Law Questions

From State Agencies, Last 3 years

- Citation Format
- Databases
- State Archives
- Library Card
- Federal Legislative History
- State Documents
- Directory/Almanac
- Charters of Incorporation
- Town Documents
- Biography
- Fire/Building Codes
- Legal Notices
- Book Donations
- Constitutional Amendments
- Legislator Voting Records



# Most Common Government Information Questions From State Agencies

- State Agency History
- Reports (State Agency, Commission, Legislative Mandates)
- Administrative Decisions/Opinions
- State Government Reorganization Material
- Commission/Committee Members
- Significant Events/Related Publications
- Images of Events and People
- Census Data
- Federal Documents
- Old Policy Manuals and Administrative Directives
- Databases/Newspapers
- Maps
- Governor (State of the State Address, Executive Orders, Press Releases)
- Interlibrary Loan
- Library Card Renewal



# Online Research



## [LIBRARY CATALOG](#)

Powerful, detailed searching that includes links to digital versions available online



## [RESEARCH GUIDES](#)

Curated collections of resources about unique and frequently requested topics



## [DATABASES](#)

Subscription and staff-made databases on a multitude of topics; may require a State Library card for access



## [DIGITAL COLLECTIONS](#)

Digitized primary source material



# Connecticut State Library Card For State Employees

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## **Borrowing Privileges**

- Although items more than 50 years old typically do not circulate, digitized copies may be available

## **Interlibrary Loan Services**

- Pressed for time? You can return borrowed items via an interdepartmental mail envelope

## **Remote Access to Certain Databases**

- Remotely accessible databases are marked by a State Library card icon in our A-Z List of Databases





# When in doubt...

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Call, email, or chat with us:

Monday-Friday, 10am-4pm

(860) 757-6500

[CSL.ISREF@ct.gov](mailto:CSL.ISREF@ct.gov)





# History & Genealogy Unit

**Mel E. Smith**

Library Specialist

[Mel.Smith@ct.gov](mailto:Mel.Smith@ct.gov) - 860-757-6585

<https://libguides.ctstatelibrary.org/hg/home>





# Come Visit Us!





# Visiting The Connecticut State Library

## Things to know !



**Some of the basics:**

- **Address: 231 Capitol Avenue, Hartford, Connecticut**
- **History & Genealogy Unit Phone: 860 757-6580**
- **Hours: Open Monday-Friday 10-4; State Archives 10-3:45**
- **Parking: Metered parking on Oak, Lafayette, & Russ Streets with nearby parking garages on Oak and at the Legislative Office Building if space available.**



# Come Visit Us !



**Added Bonus! Museum of Connecticut History!**

**Fundamental Orders  
1638/39**

**Connecticut Charter  
of 1662**



**Connecticut 1818  
Constitution**

**Connecticut 1965  
Constitution**





**Hundreds of thousands of published items!**

**Original manuscripts!**

**Hundreds of subscription journals & magazines!**

**Maps!**

**Photographs!**

**Newspapers!**

**Broadsides and Ephemeral materials!**

**And so much more!**





# Access to a “Researcher's Treasure Trove”!

How to find the desired  
Connecticut historical materials or  
governmental records?

It can start with the Connecticut  
State Library website!





# Visiting The Connecticut State Library

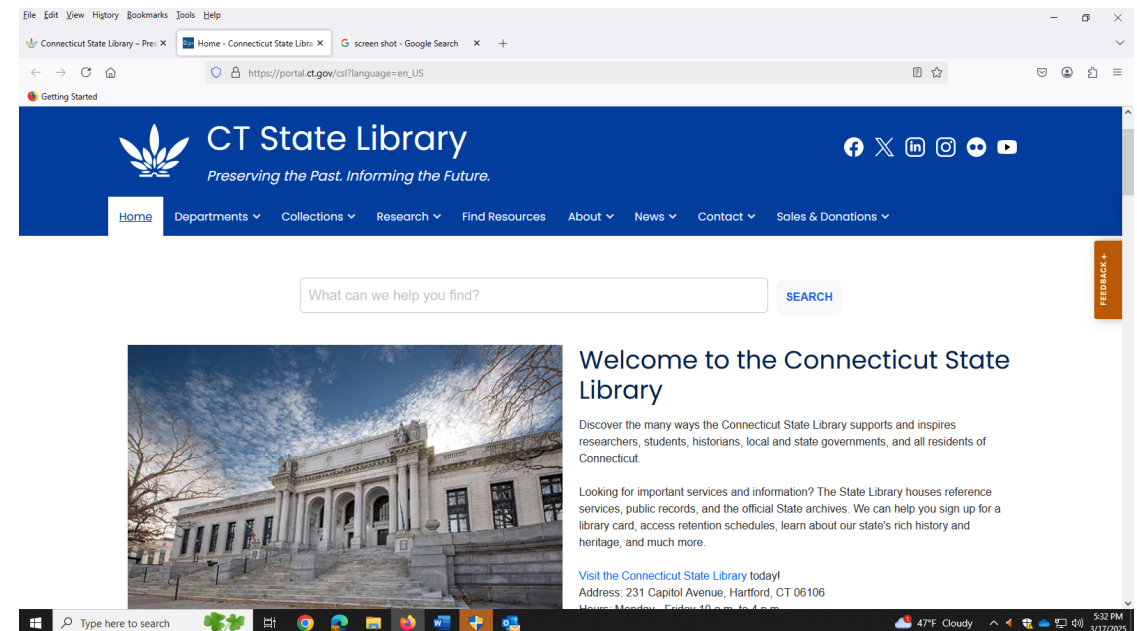
## Things to know !



Visit our webpage for a wide range of information!

Old Website address:  
**ctstatelibrary.org**

New Website address:  
**Portal.ct.gov/csl**







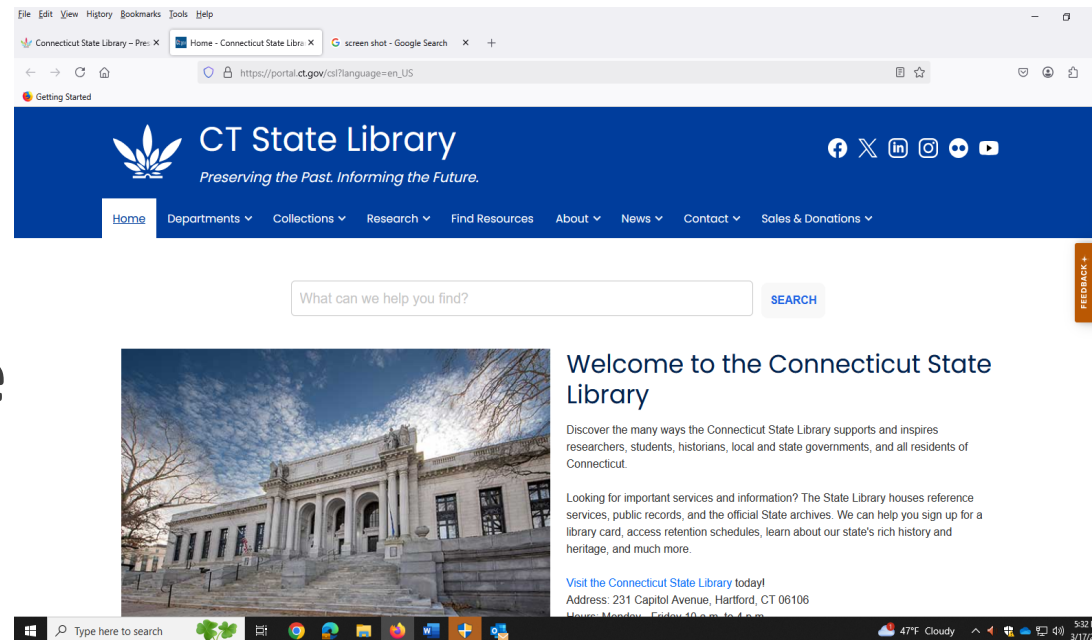
# Visiting The Connecticut State Library Things to know !

**Primo Catalog**  
See what we have!

**[Portal.ct.gov/csl](https://portal.ct.gov/csl)**

**Contact Us!**  
**E-Mail or Live Chat!**  
**Send us a message!**

**ArchivesSpace**  
See what is in the  
State Archives!



**Department or  
Audience Links!**  
**Specialty topic links!**

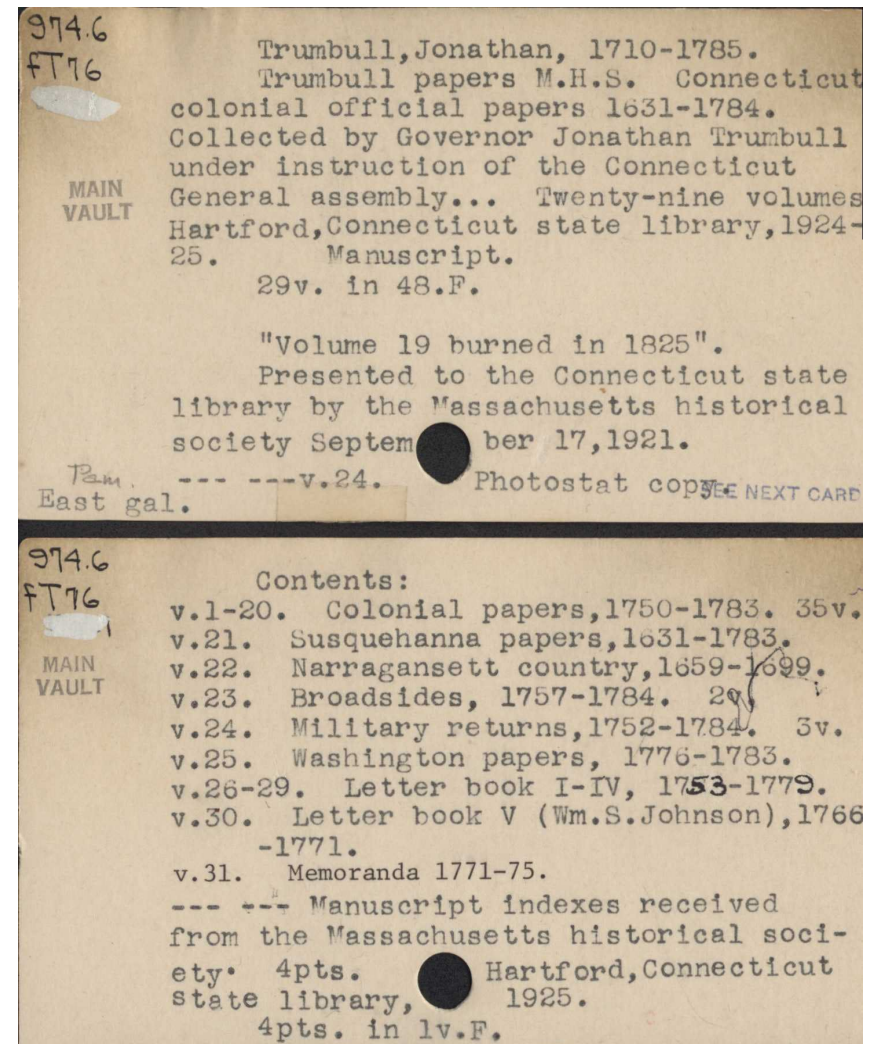




## Access to materials!



## Manuscript & Archives Catalog





# Access to archival historical and governmental records!



State Archives, 3 retrievals times a day,  
Monday to Friday for in-house materials!

State Archives 1 retrieval time a day,  
Tuesday to Friday for off-site materials!



# Government Records for the Genealogist



## Connecticut Vital Records

Births, Marriages and Death records recorded by the municipal clerks.

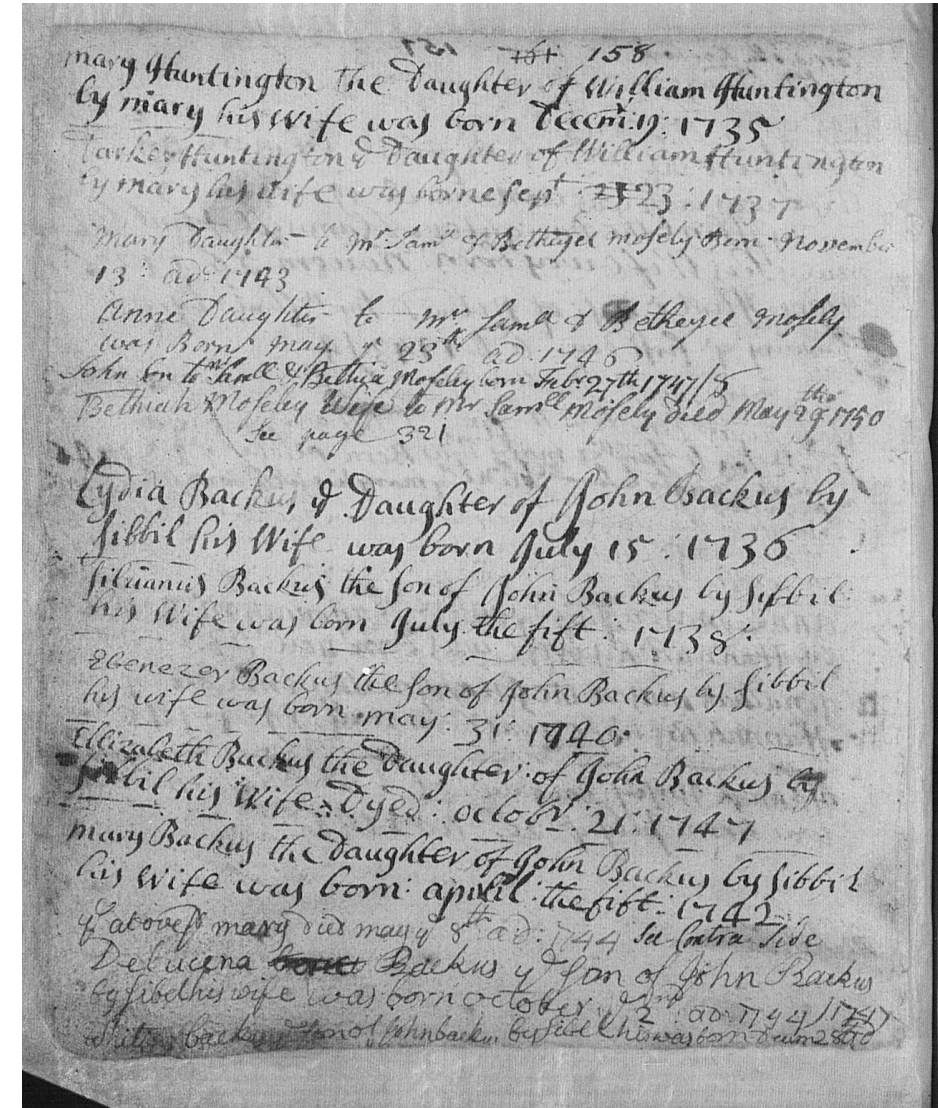
## Connecticut Land Records

Record of sale/transfer of real estate, cattle marks, indentures, vital records, and in some cases, enslaved persons.

## Connecticut Town Tax or Rate Books

Municipal rate books for a Connecticut location showing property value for tax purposes.

Windham, CT  
Vital Records  
Vol. 1, Pg. 158





# Government Records for the Genealogist



## **Connecticut County Superior Court Records**

Civil and Capitol Criminal cases

Divorces!

Naturalizations

Name Changes

## **Connecticut County Court & Court of Common Pleas**

Civil and Capitol Criminal cases

Debt cases

## **Connecticut Probate Records**

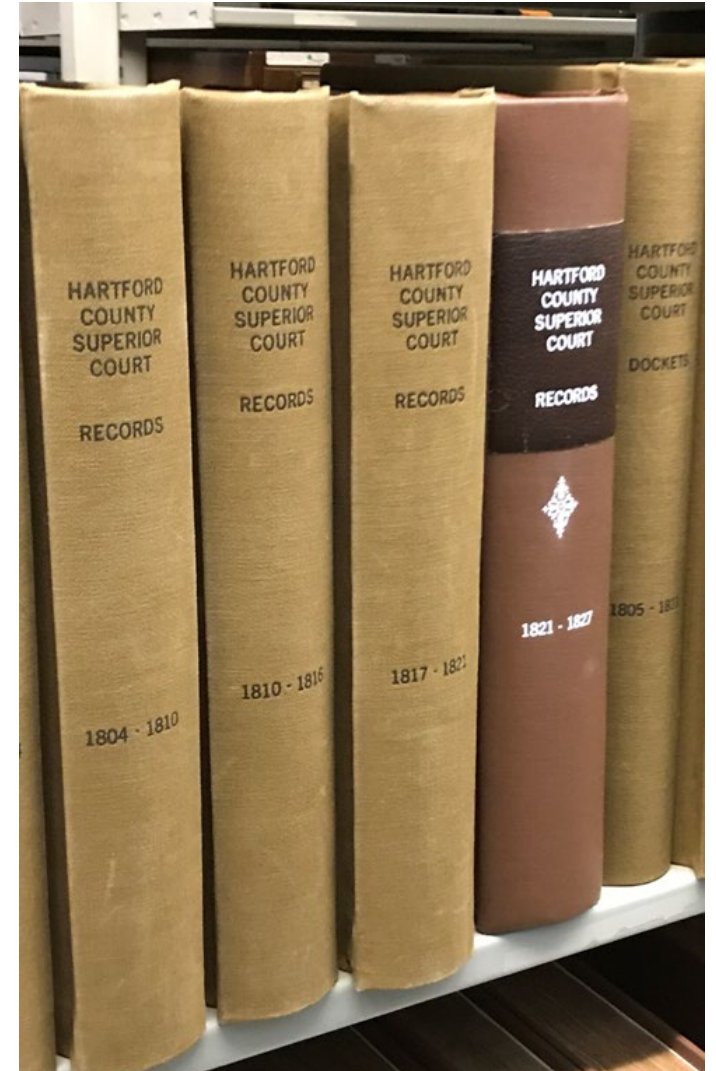
Settlement of estates

Guardianships and adoptions for minors

Bankruptcies and insolvent estates

Incompetent or incapable persons

## Hartford County Superior Court Record Volumes





# Connecticut State Agency Records for the Researcher!



**Connecticut State Archives -- some 200 Archival Record Groups!**

**53,000 Cubic feet of original records!**

**Municipal, County, State & Federal Records!**

Office of the Comptroller, 1758-1954, 505 c.f.

Department of Public Health, 1877-1991, 975 c.f.

Department of Corrections, 1877-1974, 1,285 c.f.

Military Department, 1776-1986 c.f.

Department of Public Safety, 1919-1998, 168 c.f.



**And so many more!.....**



# State Agency Records for the Researcher!



## Record Group #006, Secretary of the State Records

The Office of the Secretary of the State holds a wide array of important records which may hold clues to the history of a community and the people of Connecticut!

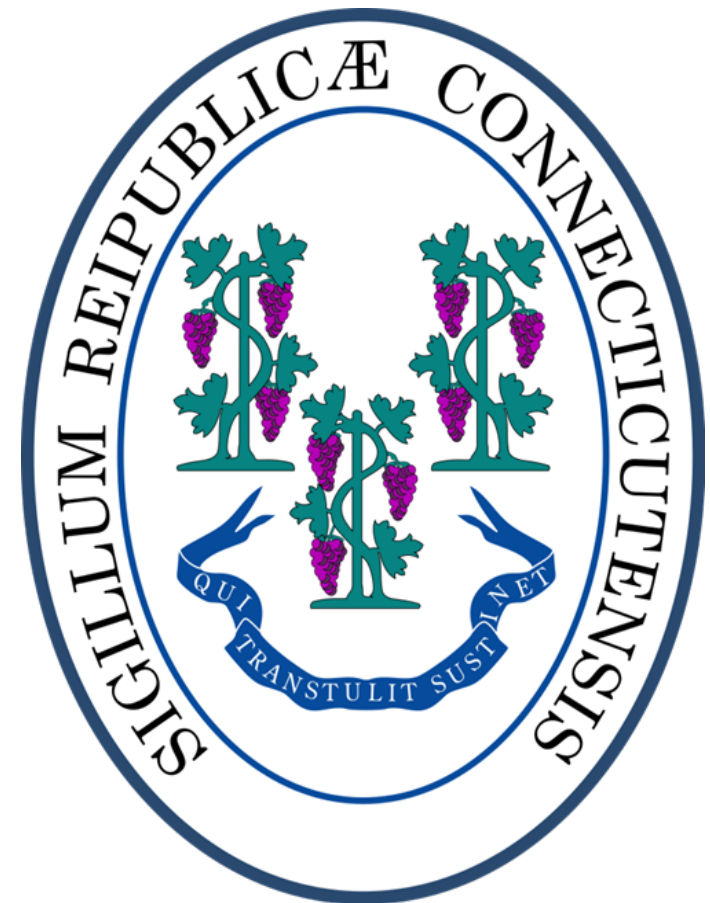
Annual Reports of Corporations

Vital Records, 1848-1855

Election Returns

Chartered Incorporations

Incorporations, Voluntary Associations





# State Agency Records for the Researcher!



## Record Group #006, Secretary of the State Records

### Incorporations, Voluntary Associations

#### Some Examples:

Baptist Church of Rockville

Hammanassett Fishing Association

Hartford Equal Rights Club

Hebrew Cemetery Association

Avon Singing Club

Windsor Library Association





# State Agency Records for the Researcher!



## Record Group #017, Department of Corrections

Prison records may be a window into your ancestor's past. The State Library website has a listing of those in prison from 1800-1903.



### Wethersfield Prison Records: Search Results

Return to the [Wethersfield Prison Records web page](#) | [New Search](#)

LastName	FirstName	Alias	Residence	Court	Crime	Victim	PrisonTerm	DateIssued
Adams	James		Enfield	Hartford	assault with intent to kill		two years	9/24/1862
Adams	John		transient	Windham	vagrancy		three months	9/6/1892



# Remote Access to Connecticut Governmental Records



[familysearch.org](https://familysearch.org)

What was microfilm  
is now digital!





# Remote Access to Connecticut Governmental Records



**What was microfilm is now digital!**

**Newly Digitized Records on FamilySearch!**



Connecticut Archives Series, 1636-circa 1820

Connecticut Cemetery Records

Connecticut Vital Records

Dept. of Veterans Affairs (RG 073)

Connecticut Church Records

Connecticut Probate Records

The screenshot displays the CT State Library website. The header includes the library's name and a navigation menu with links to ABOUT, DEPARTMENTS, COLLECTIONS, RESEARCH, NEWS, CONTACT, and SEARCH THIS SITE. The main content area is titled 'Newly Digitized Records on FamilySearch!' and features a list of record collections on the left, including 'Newly Digitized Records on FamilySearch', 'Cemetery Records', 'Census Records', 'Church Records', 'Connecticut Archives Series', 'Court Records', 'Family & Bible Records', 'Veteran's Records', and 'Vital Records'. The right side of the main content area contains a FamilySearch logo and a text block explaining the digitization project. The footer includes a 'Last Updated' date, a URL, a 'Print Page' link, and a 'Login to LibApps' link. A search bar is located in the top right corner of the page.



# Remote Access to Connecticut Governmental Records

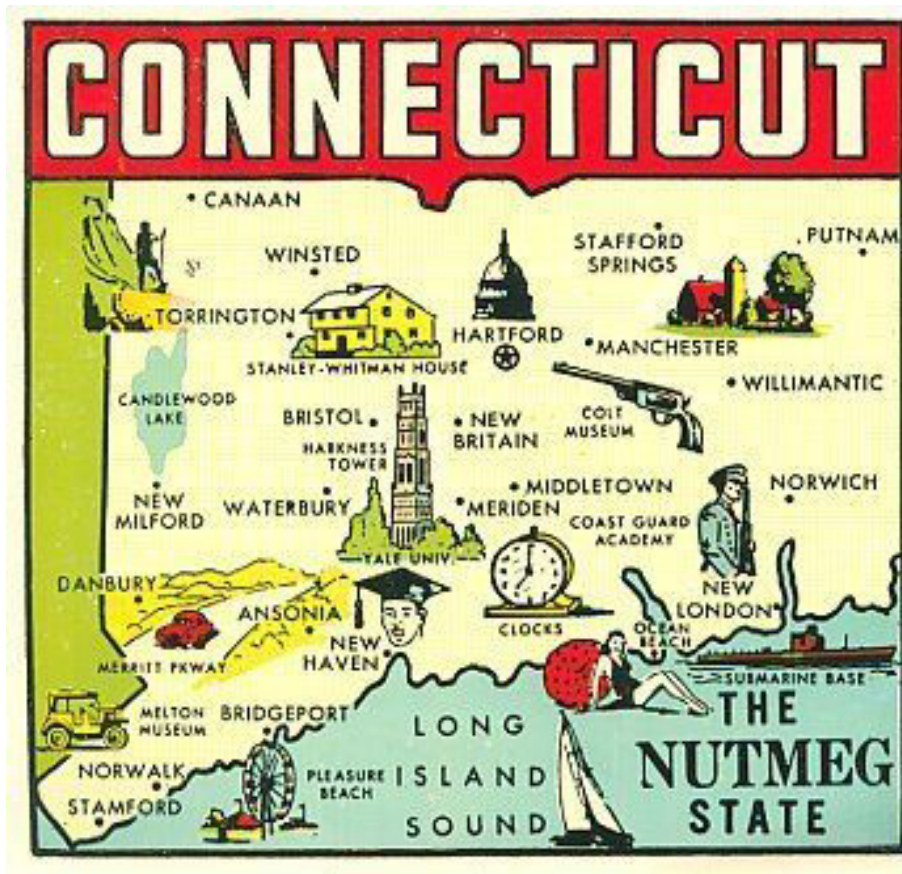


- Connecticut Passport & Birth Certificates, 1852-1928 (Dept. of Education)
- Connecticut Military Census, 1917
- Connecticut Military Questionnaires, 1919-20 (War Records Dept.)
- Connecticut School Age Certificates, 1904-11 (Dept. of Education)
- Various Federal Census Records
- Various Connecticut Probate Records and much more!





# Connecticut State Agency Records hold the KEY to Connecticut's Past and Future!





# State Documents

**Wafaa Razeq**

Connecticut Documents Librarian

[wafaa.razeq@ct.gov](mailto:wafaa.razeq@ct.gov) - 860-757-6599

<https://libguides.ctstatelibrary.org/girs/conndocs>





# Agenda

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- What's in our ConnDocs collection?
- Connecticut State Documents Depository Program
- Agency Responsibilities
- Resources for questions/clarification



# What's in our ConnDocs collection?

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- Connecticut Documents collection goes back to the 1880s
- Print collection: 311,000
- Digital collection: 80,000+
- Web pages capture: 169
  - ArchiveIT (webcrawler)
- Includes annual reports, taskforce reports, maps, flyers, brochures, posters, informational documents, packets, training manuals, extended serials



# Web site archiving



Treasury Divisions   Newsroom   Doing Business   Pension Fund   Unclaimed Property   Financial Education   Key Links



Office of State Treasurer  
Denise L. Nappier

CHET College Savings   Contact Us   WebMaster   Home

Proudly Serving Connecticut's Citizens



As State Treasurer, I am committed to ensuring effective financial management of public resources, high standards of professionalism and integrity, and expanding opportunity for our residents and businesses.

## Latest News Releases

March 26, 2007

[The Office of the State Treasurer, Empower New Haven, and Bank of America Expand Predatory Lending Prevention Program into New Haven](#)

March 15, 2007

[Institutional Investors Say HP Proxy Resolution Demonstrates Widespread Endorsement for Proxy Access](#)

March 13, 2007

[Public Funds Call for Support of Landmark Shareholder Access to the Proxy at Hewlett-Packard](#)

February 27, 2007

[Statement by Connecticut State Treasurer Denise L. Nappier, Re: Morgan Stanley's Decision Regarding Independence of Compensation Consultants](#)

February 5, 2007

[Speaker Amann and Treasurer Nappier Unveil Plan for Teachers' Pensions; Democrats Propose Comprehensive Solution to Strengthen the Teachers' Retirement Fund and Save Taxpayers Billions Over Long Term](#)

## Financial Education Videos



Financial Education Lessons from the **Smarter Kids**

The Office of the State Treasurer partnered with the

## Quick Links



### CONNECTICUT'S SHORT-TERM INVESTMENT FUND

The nation's #1 ranked local government investment fund, bringing solid results for Connecticut's towns, cities and state agencies.

[Learn more](#)



### CHET COLLEGE SAVINGS PROGRAM

Now, lower fees, new investment choices, and a [new tax deduction](#) for Connecticut families saving for higher education with CHET.



### WE'VE GOT MONEY... SOME MAY BE YOURS!

Thousands of people, businesses and organizations in Connecticut are being reunited with \$2 million every month! [See our list](#) - you could be next!



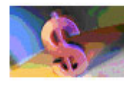
### TREASURY REFORM & ETHICS

[The Treasury Reform Law](#) initiated by Treasurer Nappier has brought high standards, integrity and professionalism to Treasury operations.



### MANAGING STATE DEBT

Effective management of the State's debt program has saved Connecticut taxpayers more than \$500 million dollars. [See program highlights.](#)



### SOLID PENSION FUND PERFORMANCE

The state pension fund has achieved an annualized investment return exceeding 12% over the past three years. Read more about the fund's solid [performance.](#)



### ASSET RECOVERY & LOSS PREVENTION

The most [comprehensive program](#) in Treasury history has recaptured funds by cleaning up Silvester scandal, pursuing corporate malfeasance & filing claims.



### CORPORATE RESPONSIBILITY

Connecticut's Treasurer is a leading advocate for [corporate accountability](#) and responsibility, to protect the value of the state's

## Recent Headlines

### [Boost for Retired Teachers?](#)

Journal Inquirer

### [Connecticut Could See \\$2B of POBs, Plan Pushed to Close Teachers' Fund Gap](#)

Bond Buyer

### [US companies warned about pay advisers](#)

Financial Times

### [Nappier touts college savings program](#)

New Haven Register

### [State pension fund posts 11.2 percent gain](#)

Journal Inquirer

### [State Aims to Enforce Rules on Gift Cards](#)

New London Day

## Community News

### [Call issued for state earned income tax credit](#)

New Haven Register

### [These Kids Teach Saving](#)

Hartford Courant

### [State leaders oppose H&R Block's refund anticipation loan practice](#)

Associated Press

### [Nappier looking to future](#)

Connecticut Post

### [Banks, Savers And Nonprofits Pool Efforts In 'Joint Accounts'](#)

New London Day

## Consumer Connections

### ► [CT Gift Card Law](#)

### ► [IDA Matched Savings Accounts](#)

### ► [Housing Trust Fund](#)

### ► [Financial Education](#)

### ► [In Connecticut's Communities](#)

## DataBank



# Web site archiving

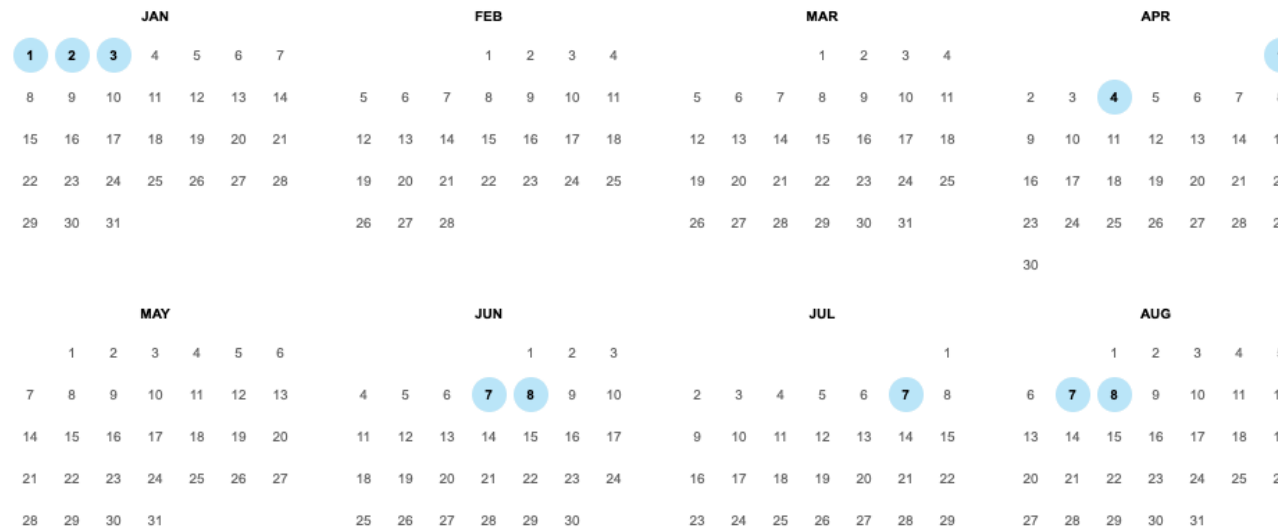
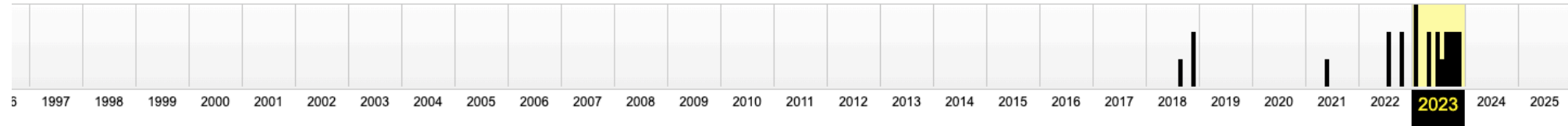


Connecticut State Agency web sites, archived by Connecticut State Library



Searched for <http://www.ct.gov/jsc/site/default.asp>  

Saved **24 times** between [August 02, 2018](#) and [November 07, 2023](#).

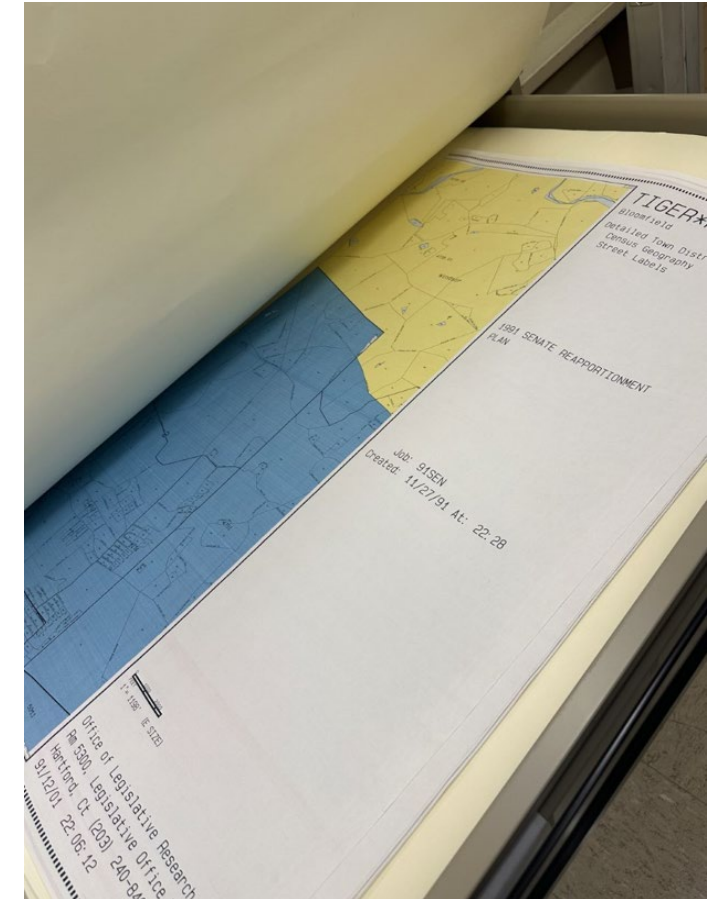
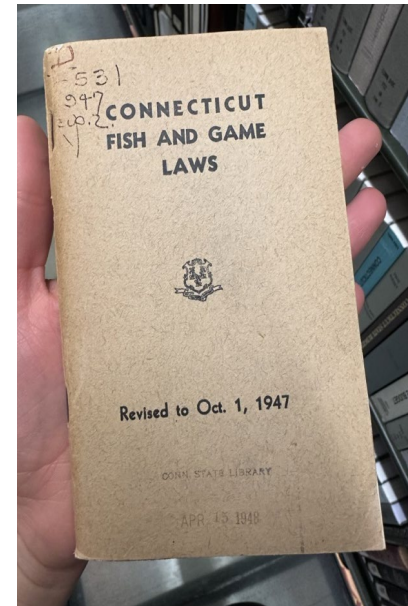
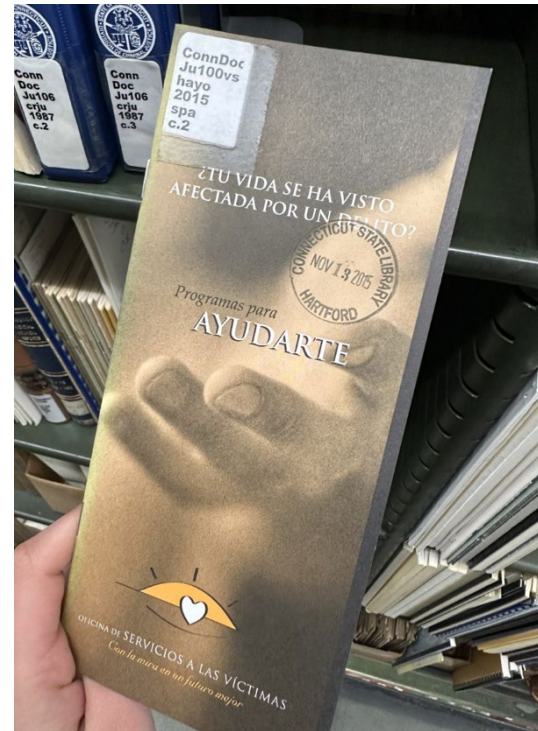




# What's in our ConnDocs collection?



Examples:





# What's in our ConnDocs collection?

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## What is a "state publication"?

Sec. 11-9b. Definitions. As used in this section and sections 11-9c and 11-9d:

(a) “State publications” means all publications printed or otherwise produced in tangible form, and all publications produced in electronic or other intangible form, by or under the direction of the state or any officer thereof, or any other agency supported wholly or in part by state funds;



# What's in our ConnDocs collection?

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## Why do we collect these items?

- State Law established a State Documents Depository with the Connecticut State Library as the main collection and distribution point
- Legal, historical and informational purposes
- Documents provide a historical record of the agency, the work it does, and the employees that serve the state
- Research purposes: meeting the information needs of government and State employees, other libraries, researchers and the general public
- To fulfil our mission to identify public documents, organize them, preserve them, and make them accessible



# State Documents Depository Program

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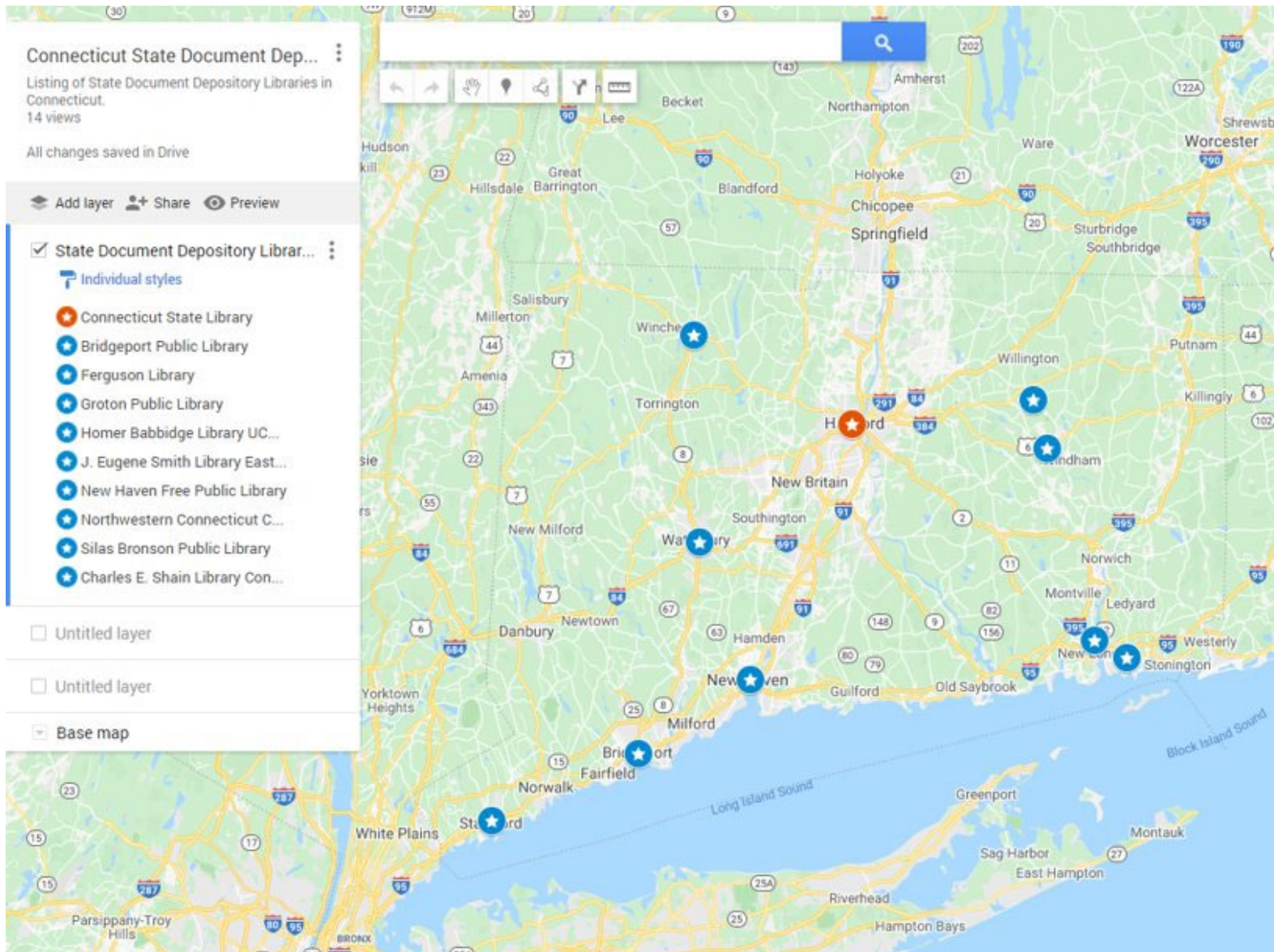


Section 11-9c of the Connecticut General Statutes states that:

“The State Library shall administer and provide access to the public, on a permanent basis, to a collection of tangible state publications, and to a digital archive of intangible state publications and a depository library system.”



# Depository libraries across the state



Sec. 11-9b. Definitions.  
As used in this section  
and sections 11-9c  
and 11-9d:  
(d) “Depository library”  
means the designated  
library for collecting,  
maintaining and making  
available to the general  
public Connecticut state  
agency publications.



# (YOUR) Agency Responsibilities

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*It's the law*

- Sec. 11-9d. Duties of state agencies re tangible and intangible publications. Designation of staff.** (a) Designated staff in each state agency shall be responsible for making the publications of that agency known to the State Library. Each state agency shall notify the State Library of the identity of such designated staff not later than thirty days after October 1, 1977, and upon any change of personnel. Said staff shall supply the State Library annually or upon request with a complete list of the agency's current publications.
- (b) Every state agency shall, upon publication, deposit a sufficient number of copies of each of its tangible publications with the State Library to meet the needs of the depository library system.
- (c) Every state agency shall, upon publication, supply the State Library with, or notify the State Library of the existence, availability and location of its intangible publications.



# (YOUR) Agency Responsibilities

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## AGENCY RESPONSIBILITY #1

Each agency is required to have a designated staff person that sends publications to us. You must notify us when there is a change in staffing.

Did you get an email from us about designating an agency liaison?



# (YOUR) Agency Responsibilities

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## AGENCY RESPONSIBILITY #2

Each agency is required to send us both **print** and **digital** copies for each publication they produce that falls under the category of "state publication."





What makes a "state  
publication?"



# (YOUR) Agency Responsibilities



Sec. 11-9b. Definitions. As used in this section and sections 11-9c and 11-9d:

(a) “State publications” means **all publications printed or otherwise produced** in tangible form, and all publications produced in electronic or other intangible form, by or under the direction of the state or any officer thereof, or any other agency **supported wholly or in part by state funds**;

(b) “Publication” means **any document issued by a state agency that is available to the public**, regardless of format or purpose, including legislatively mandated reports, with the exception of routine correspondence;

Administrative Directives	Newsletters, periodical, or journals
Annual and Biennial reports	Maps
Audits (financial and management)	Planning and evaluation documents
Directories and rosters	Reports to the Governor or Legislature
Financial Reports	Research reports and studies
Handbooks, guides and manuals	Strategic or state plans
Internal newsletters	Statistical compilations



# (YOUR) Agency Responsibilities

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How many copies do I send for each item?

If the publication is printed for distribution, we require  
**14 copies mailed** to us

If the publication is published in electronic format,  
we need **2 paper** copies mailed to us and **1 .pdf** version  
emailed to us



# What do we do with the documents we receive?

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- Add value to each item by cataloging
- Making accessible in a variety of formats
- Retaining document for years, decades, centuries to come



# (YOUR) Agency Responsibilities

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## Where do I mail items?

Collection Management Unit  
Attn: Connecticut Documents  
Connecticut State Library  
231 Capitol Ave.  
Hartford, CT 06106

## Where do I email items?

Send digital versions (.pdf's) to: [csl.cda@ct.gov](mailto:csl.cda@ct.gov)

Who do I email to update the designated staff person for my agency?

[csl.cda@ct.gov](mailto:csl.cda@ct.gov)




# Resources for questions/clarifications



[Wafaa.Razeq@ct.gov](mailto:Wafaa.Razeq@ct.gov)

860-757-6599



**CT State Library**  
Preserving the Past. Informing the Future.

ABOUT DEPARTMENTS COLLECTIONS RESEARCH NEWS CONTACT SEARCH THIS SITE

[Connecticut State Library](#) / [LibGuides Home](#) / [Government Information](#) / [Connecticut State Documents](#) / [State Agency Responsibilities](#)

## Connecticut State Documents: State Agency Responsibilities

Search this Guide Search Guides

Home Finding Connecticut State Documents **State Agency Responsibilities** Depository Libraries Procedures ▾

### Agency Responsibilities

Connecticut General Statutes Sec. 11-9b-d mandates that the Connecticut State Library administer the Connecticut State Documents Depository Program to collect, distribute and preserve the publications of Connecticut state government. This requires agencies to supply the library with either copies of publications or links to them if they are only available digitally.

### FAQs

What to send? **How many to send?** Where to send? Who to contact? What will the Library do with the publications?

Any publication that is produced at the total or partial expense, or under authority of the agency, or under the authority of a group of organizations including the agency, or is legislatively, judicially, or administratively mandated.

**Examples include:**

- Administrative Directives
- Annual and Biennial reports
- Audits (financial and management)
- Directories and rosters
- Financial Reports
- Handbooks, guides and manuals
- Internal newsletters
- Newsletters, periodical, or journals
- Maps
- Planning and evaluation documents
- Reports to the Governor or Legislature
- Research reports and studies

<https://libguides.ctstatelibrary.org/girs/conndocs>



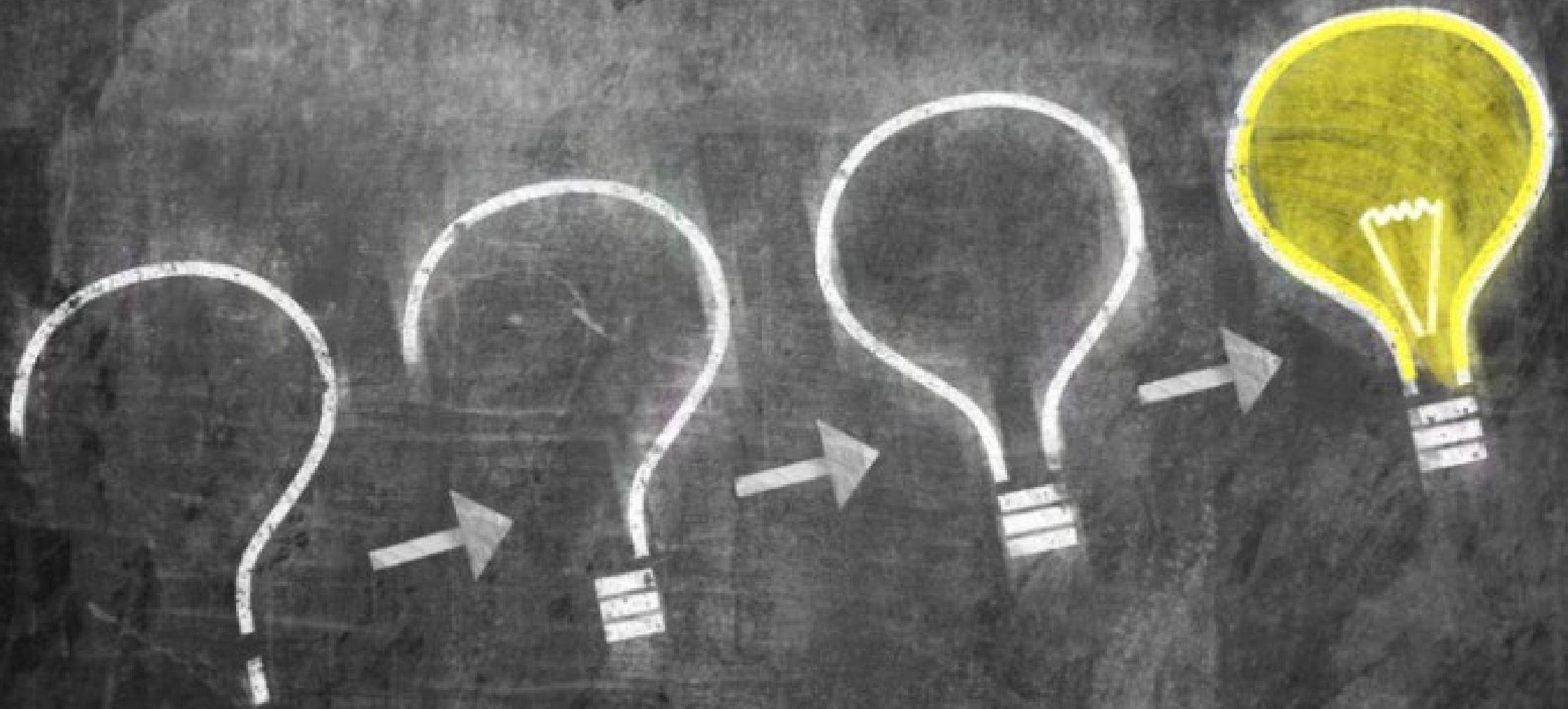
## Next Sessions:

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- *State Archives and Archival Records* (April 17)
- *Records Preservation and Disaster Preparedness* (May 15)





Questions?







# CT State Library

## *Office of the Public Records Administrator*

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**Lindsay Cawley**, *Reference Services Unit Head*

(860) 757-6500 | [lindsay.cawley@ct.gov](mailto:lindsay.cawley@ct.gov)

**Mel E. Smith**, *History & Genealogy Library Specialist*

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**Wafaa Razeq**, *Connecticut Documents Librarian*

(860) 757-6599 | [wafaa.razeq@ct.gov](mailto:wafaa.razeq@ct.gov)

*State Library Reference Services:*

<https://portal.ct.gov/csl/departments/reference-services-group>

*History & Genealogy:*

<https://libguides.ctstatelibrary.org/hg/home>

*State Documents Program:*

<https://libguides.ctstatelibrary.org/girs/conndocs>

**Elise Marzik**, *Records Management Specialist* | (860) 757-6513 | [elise.marzik@ct.gov](mailto:elise.marzik@ct.gov)

*State Records Management Program:* <https://portal.ct.gov/csl/departments/public-records/state-program>