



CT State Library

Office of the Public Records Administrator

State Records Management Training

Session 6

STATE ARCHIVES & ARCHIVAL RECORDS

April 23, 2025

Presented by

State Archives

Office of the Public Records Administrator

Presenters



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State Archivist
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Assistant State Archivist
- **Brittney Rankins**
Digital Records Archivist

State Archives
Connecticut State Library
<https://portal.ct.gov/csl/departments/state-archives>

Agenda



- State Archives
 - Introduction
 - Vital Statistics
 - Appraisal of Records
- Archival Records
 - Acquire
 - Organize
 - Access
 - Transferring Records

State Archives

Lizette Pelletier

State Archivist

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<https://portal.ct.gov/csl/departments/state-archives>





"History is not just something that happened long ago and far away. History happens to all of us all the time. Local history brings history home, it touches your life, the life of your family, your neighborhood, your community."

➤ Thomas J. Noel, author and historian



Introduction





State Archives Mission

The State Archives documents the evolution of state public policy and its implementation, the rights and claims of citizens, and the history of Connecticut and its people.

Important Events



- 1741-1845:** Various attempts to gather and arrange colonial records. The legislature pays to acquire, organize and index Connecticut's early colonial and state records up to 1820. These records are known as the "Connecticut Archives."
- 1854-1855:** The State Library Committee, appoints James Hammond Trumbull, as the first State Librarian. Secretary of the State transfers the "Connecticut Archives" to the State Library.
- 1900-1936:** George S. Godard appointed State Librarian. The State Library makes great advances in collecting and preserving public records and private manuscript materials.
- 1909:** The General Assembly designates the State Library as the State Archives.



State Library room in the State Capitol building.

Important Events



- 1984: General Assembly creates the post of State Archivist in the Public Records program statutes.
- 2012: State Archives partners with the University of Connecticut Libraries to create the Connecticut Digital Archive (CTDA)
- 2018: First Digital Records Archivist hired to manage growing collection of digitized and born-digital materials.
- 2019: State Archives begins implementing a cloud-based archives management system.
- 2022: *Public Records Policy 04: Electronic Records Management* issued which includes requirements for archival or “permanent” records.

State Archivist Role



Sec. 11-1c. Official state archives. Appointment of State Archivist.

... The State Librarian shall, ..., appoint an assistant, who shall be the State Archivist.

Sec. 11-8a. Retention, destruction and transfer of documents.

*(c) ...**determine** that certain books, records, papers and documents which **have no further administrative, fiscal or legal usefulness** are of **historical value to the state**, the State Librarian shall direct that they be **transferred to the State Library**. If ... determine that they are of **no historical value** to the state, the State Librarian shall **approve their disposal**,...*



Collections Management Policy



Primary

- ❖ State and Local Government Records
 - Appraise
 - Acquire
 - Preserve
 - Organize

Secondary

- ❖ Non-government records
 - Acquire appropriate archival collections
 - Administer

Collection Management Policy



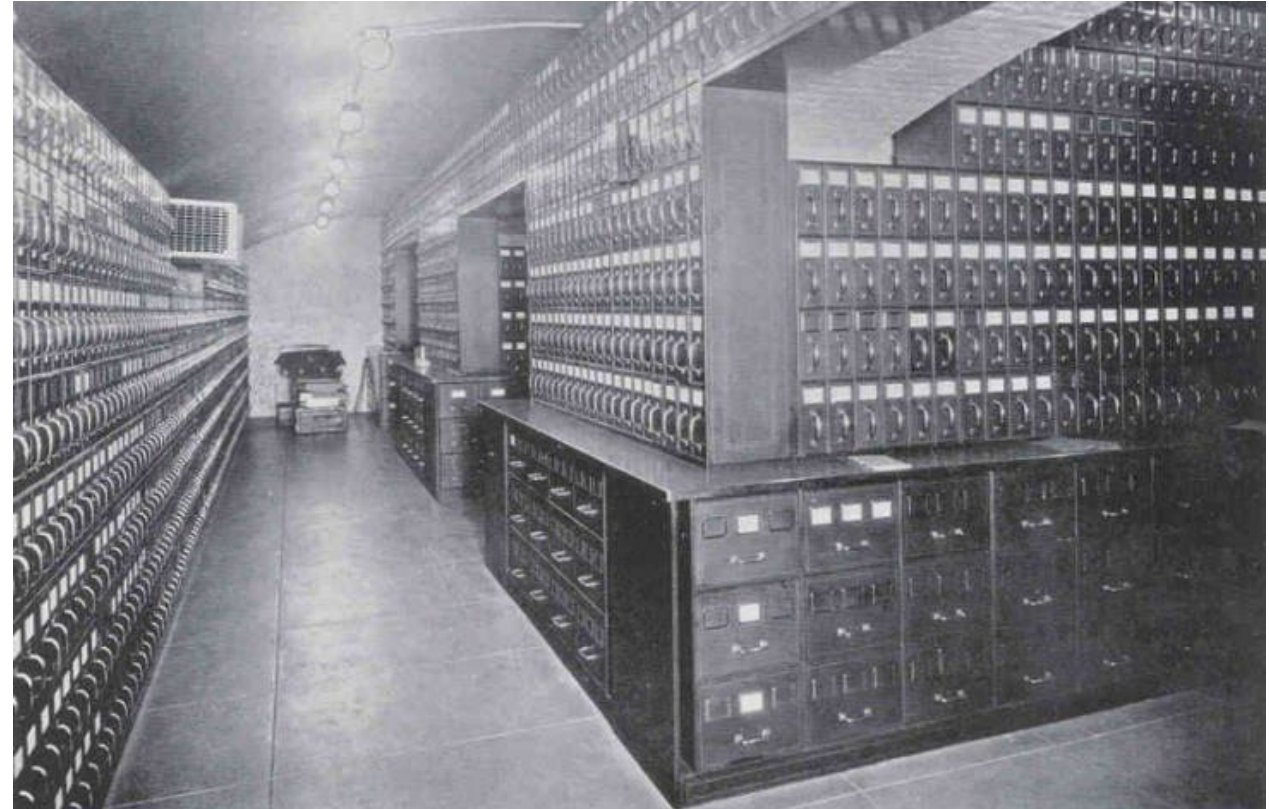
Collections should mirror the diverse nature of Connecticut residents. They should strive to equally include all communities as much as possible

Records, materials and resources should reflect a variety of political, economic, cultural, religious, social, disability, veterans, minority and sexual issues.

Free access to materials supports intellectual freedom allows exploration of all sides of a question, cause or movement.



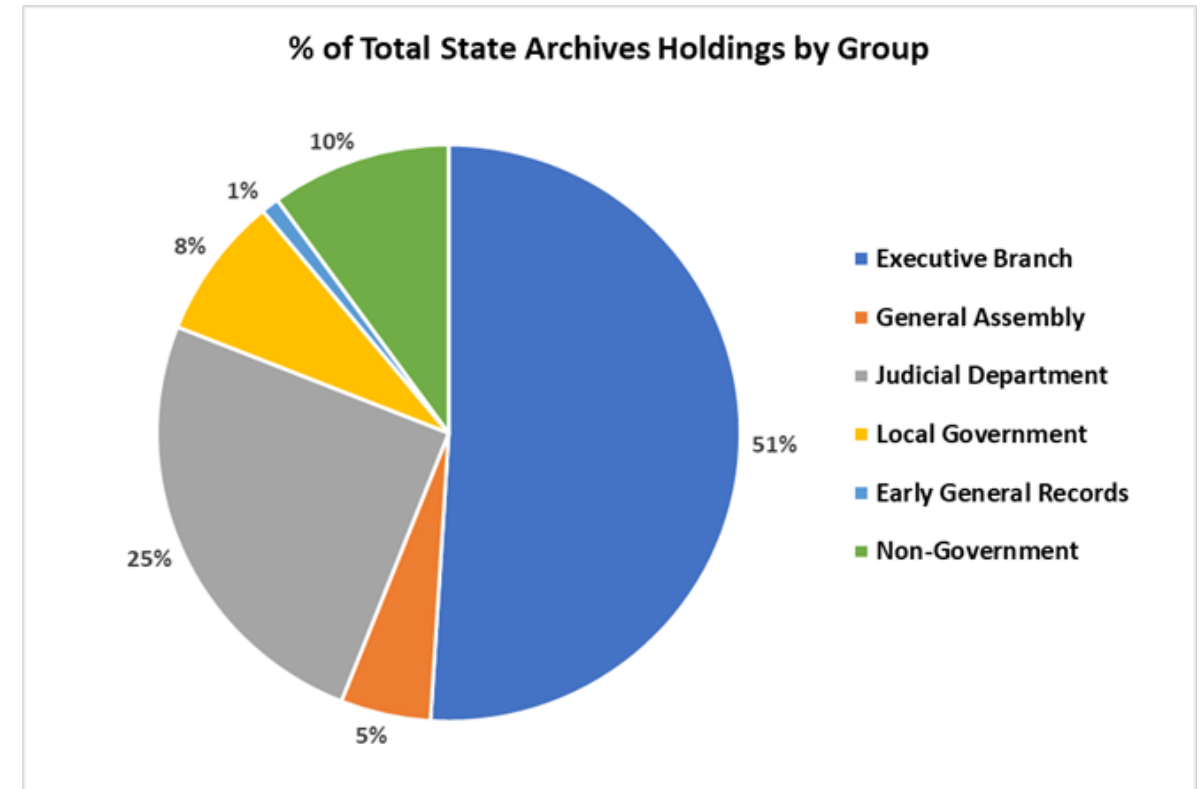
Vital Statistics



Vital Statistics



- ❖ More than 53,000 cubic feet of paper records from state and local governments, private organizations and individuals
- ❖ Since 2000, the physical collection has grown by an average of 58 accessions and 931 cubic feet per year
- ❖ More than 1,000,000 digital records
- ❖ Over 200 Record Groups for government records



Vital Statistics



❖ Facilities

- 2 sites for paper records
- Connecticut Digital Archive (CTDA)

❖ Staffing

- 4 professional
- 2 support



Appraise

Archival Value



- ❖ Documents one or more of the following:
 - the **evolution** of the government's **organization, policies and practices**;
 - **claims or petitions** made **by citizens** on government and their disposition;
 - **obligations and claims** made **on citizens** by government and their disposition;
 - the **legal and legislative history** of the government.
- ❖ Possesses
 - **research value beyond** the specific administrative, legal or fiscal **reason** for the records were created by the agency **created** them to transact its business.

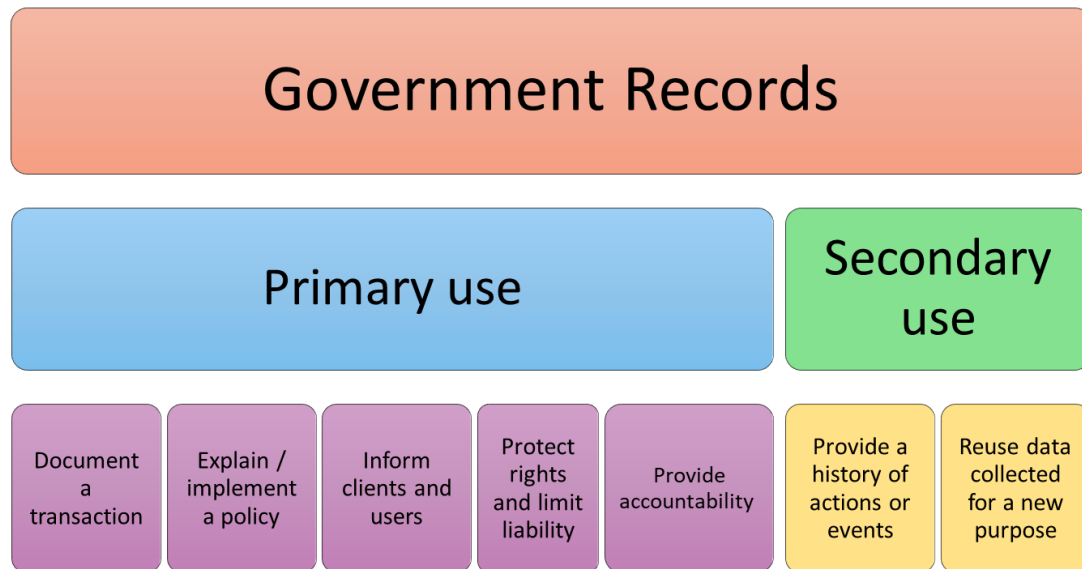
Archival Appraisal



- ❖ Process of determining whether records and other materials have permanent or research value.
 - different from monetary appraisal, which estimates fair market value.
 - different from records management appraisal, which is typically used to determine how long records have value for the creator based on operational needs.
- ❖ Per IRS rules and archival ethics, CSL staff cannot assign monetary value to records.

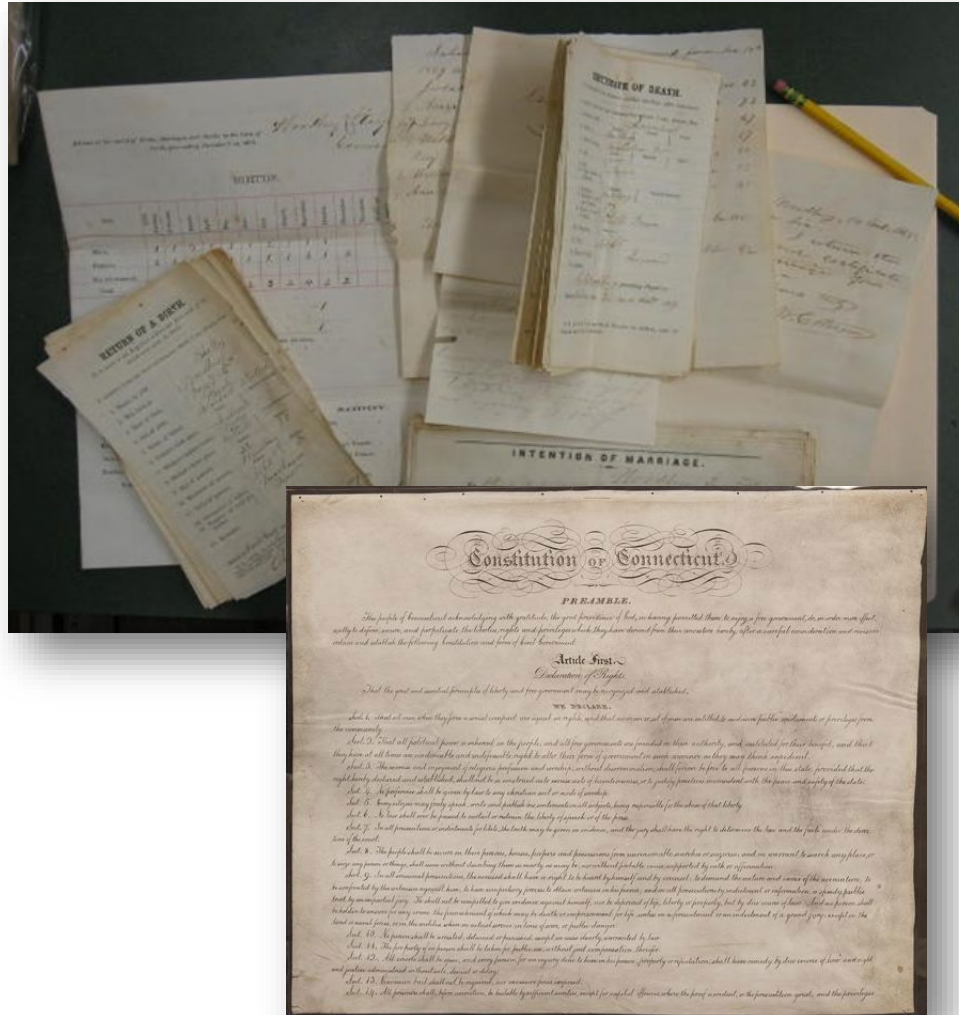


Archival Appraisal



- Value of records:
 - *Primary* – record creator’s functional use
 - *Secondary* – others’ current and future research use
- Records appraised most often during:
 - Record Retention Schedule development
 - Disposal Request review
 - Relocation and consolidation
 - Separation from service or retirements
- RMLO and agency employees play a key role in identifying archival records

Primary Value



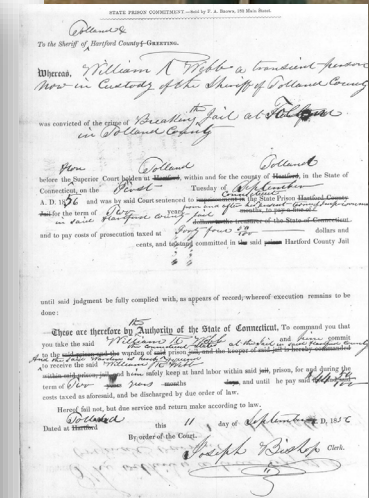
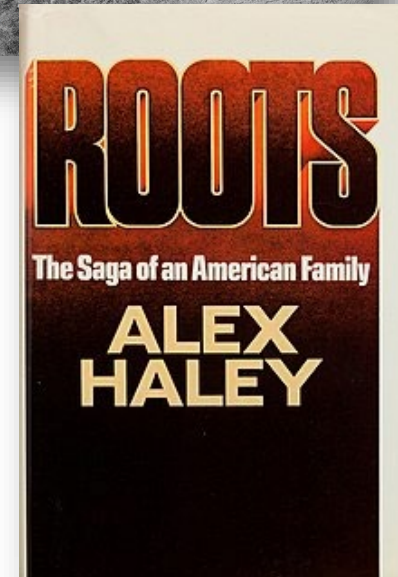
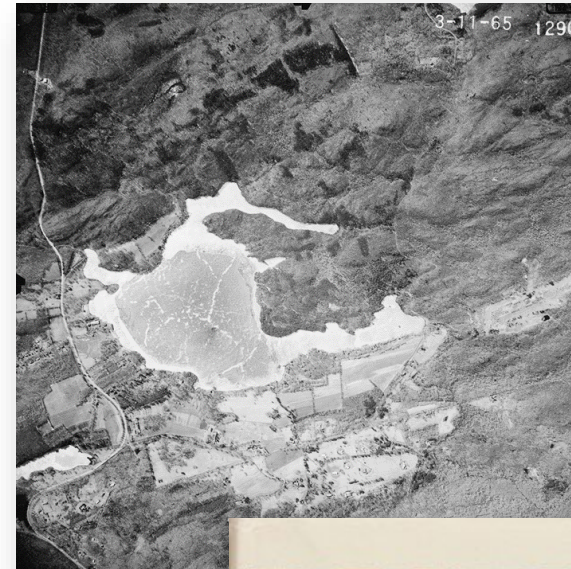
- ❖ Support business functions
 - Policies and Procedures
 - Minutes
 - Correspondence
 - Income and Debt

- ❖ Document rights and privileges
 - Foundational Documents
 - Property Ownership
 - Right to Vote

Secondary Value



- ❖ Document lives of individuals
 - Court records
 - Probate records
 - Correspondence
- ❖ Changing environmental impact
 - Aerial photos
 - Tax records
- ❖ Education and Entertainment



Archival Records

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State Government Records



Busway Decision Announcement
April 4, 2011
Talking Points

- Thank you for joining me here today – I appreciate your patience with this matter as I took the time to talk to people from both sides and of varying opinions.
- After meeting with advocates and opponents of the Busway, I have decided to aggressively pursue construction of the Busway while launching a parallel and equally aggressive initiative to plan for the Bristol/Waterbury commuter line.
- This decision will create new jobs now, as the Busway project is “ready to go,” with 80% federal funding and a commitment from the Federal Transit Administration to sign a Full Funding Grant Agreement. This decision will maximize the availability of federal funding now and going forward.
- I’m also continuing to address the needs of commuters on the Bristol/Waterbury rail line.
- The proposed revitalization of the commuter rail line is in the early stages of study and planning.
- Although some viewed the two options as mutually exclusive, I do not.
- It is clear Connecticut can no longer afford the status quo on any front, including our current transportation system. With this decision, and others involving high speed rail and other forms of mass transportation, we are working towards a comprehensive multi-modal system that will not only move people and goods more efficiently, but more critically, foster economic growth and an improved quality of life for Connecticut residents.
- A large factor in my decision to move forward with the Busway was the probability of leaving federal funds on the table with regards to this project, and possibly losing additional federal funds in the future.
- If we had chosen to abandon the Busway in favor of the rail project, the FTA did not mince words when writing to me about what that decision would do to Connecticut’s chances of accessing that money for the rail.
- Essentially we would go to the back of the line for the “New Starts” program.
- Even if the state completed all the necessary requirements, there is no guarantee that the \$275 million Connecticut would forgo now in New Starts funds, would be available to the state in the future.

❖ Statutory Authority

- Executive State Agencies
 - Records Management Liaison Officers (RMLO)
 - Office of the Public Records Administrator
- Quasi-public agencies

❖ Good Timing and Luck

- Judicial Records
 - Contacts within the Judicial Branch
- Legislative Records
 - Committee Clerks
 - Individual legislators and staff



Basic Archival Principles



- ❖ Provenance –
 - Maintain records according to their source
- ❖ Original Order –
 - Keep records in the records creator's original order - (unless there is no order)
 - Arrangement tells a story



Archival Processing



- Review collection and documentation
- Determine arrangement if no original order exists
- Determine preservation needs
 - remove rusty metal fasteners
 - photocopy and/or digitize fragile materials
- Rehouse records
 - archival folders and boxes
- Label and shelve the boxes

Archival Description



- Create a container list
 - box or folder level
 - item level (rare)
- Create or update finding aids
 - online finding aids catalog
- Update accession records

	A	B	C	D
1	State Librarian Files			
2	<u>Box</u>	<u>Folder Title</u>	<u>Date</u>	<u>Notes</u>
3	1	Bicentennial of Constitution	n.d.	
4	1	Budget Correspondence	FY 1981-82	
5	1	Budget Correspondence	FY 1981-82	2 folders
6	1	Budget Documents	FY 1981-82	3 folders
7	1	CLSU Review Board	n.d.	2 folders
8	1	Commission to study management	n.d.	
9	1	Congressional delegation	n.d.	
10	1	CT Economic Conference Board	n.d.	
11	1	CT Library and Information Network Connlinet	n.d.	2 folders
12	1	Continuing education	n.d.	2 folders
13	1	Data Processing	n.d.	
14	1	General Workers	n.d.	
15	1	Hartford Courant Digitization	n.d.	
16	1	Illegal trades from Firearms collection	n.d.	
17	<u>Box</u>	<u>Folder Title</u>	<u>Date</u>	<u>Notes</u>
18	2	Great Kids CT	n.d.	19 folders
19	2	Parent Technology Academy	n.d.	
20	2	Parent Technology RFP	n.d.	
21	2	Regional Medical Library	n.d.	
22	2	Regional Laboratory	n.d.	
23	2	SLB Appointments and Resolutions	n.d.	
24	2	Space needs	n.d.	
25	2	Support Letters	n.d.	
26	2	Newington	n.d.	
27	2	State Librarian	n.d.	
28	2	Voices for Children FOI Request	n.d.	
29				



Finding Records



- Reference services provided by the State Library's History & Genealogy (H&G) reference staff.
- Online access
 - finding aids catalog <https://cslarchives.ctstatelibrary.org/>
 - Digital collections
<https://libguides.ctstatelibrary.org/DigitalCollectionsatCSL>

Using Records Onsite



- *Access Archives & Secured Collections*
<https://libguides.ctstatelibrary.org/hg/using-archival-records>
 - Request the records by calling H&G reference staff.
 - View the records in the secure Archives Reading Area (ARA) in the H&G reading room.
 - Under certain circumstances, state agency staff may access the materials by appointment at the State Archives off-site facility.



Transferring Records



Transfer Policy, Procedures, and Form



- *State Archives Policy 01: Transfer of Historical Records to the State Archives or Other Approved Archival Repository*, <https://portal.ct.gov/csl/-/media/csl/departments/state-archives/pdfs/sap01transarchrecs.pdf?rev=ffea7b921d53458b8eb5650c0616c658>
- *Procedures for the Transfer of Historical Public Records to the State Archives*, <https://portal.ct.gov/csl/-/media/csl/departments/state-archives/pdfs/transproceduresarchrecords.pdf?rev=0eb4f1b057c848db923a41f0623cb074>
- Memorandum of Transfer form, <https://portal.ct.gov/csl/-/media/csl/departments/state-archives/pdfs/transfermemo.pdf?rev=63d1da1141ed4f06b22185cc66f1be47>

Transfer of Records to the State Archives



- State agencies may only transfer records that have been designated as having archival value on an approved records retention schedule published by the Office of the Public Records Administrator
- Appraised as having archival value during the disposition authorization review process (RC-108, RC-140, RC-145, and RC-245)
- State Archives staff must appraise records to confirm archival value prior to transfer
 - Site visit to view records
 - Sample scanned copies of the records

Transfer of Paper Records



- If State Archives staff determines paper records have archival value, the state agency is responsible for the following:
 - Boxing the records
 - Labeling the boxes
 - Creating container lists for the boxes and/or folders
 - Sending container lists electronically to the State Archives
 - Providing indexing to assist State Archives staff and the public with searching the records (if applicable)
 - Schedule pickup of the records

Transfer - Boxes



State agency personnel shall use standard 1.0 cubic foot records cartons in order to ensure proper handling and transport.

The records carton must meet the following specifications:

- Construction: multilayered corrugated cardboard / double-walled.
- Inside Dimensions: 12"(w) X 15"(d) X 10"(h).
- Stacking Weight: at least 800 pounds.
- Size: letter or legal-size (stored lengthwise) files.
- Lid Closure: removable (lift-off) locking lid that clasps into the handle.
- Handles: reinforced hand holes that are less likely to tear.

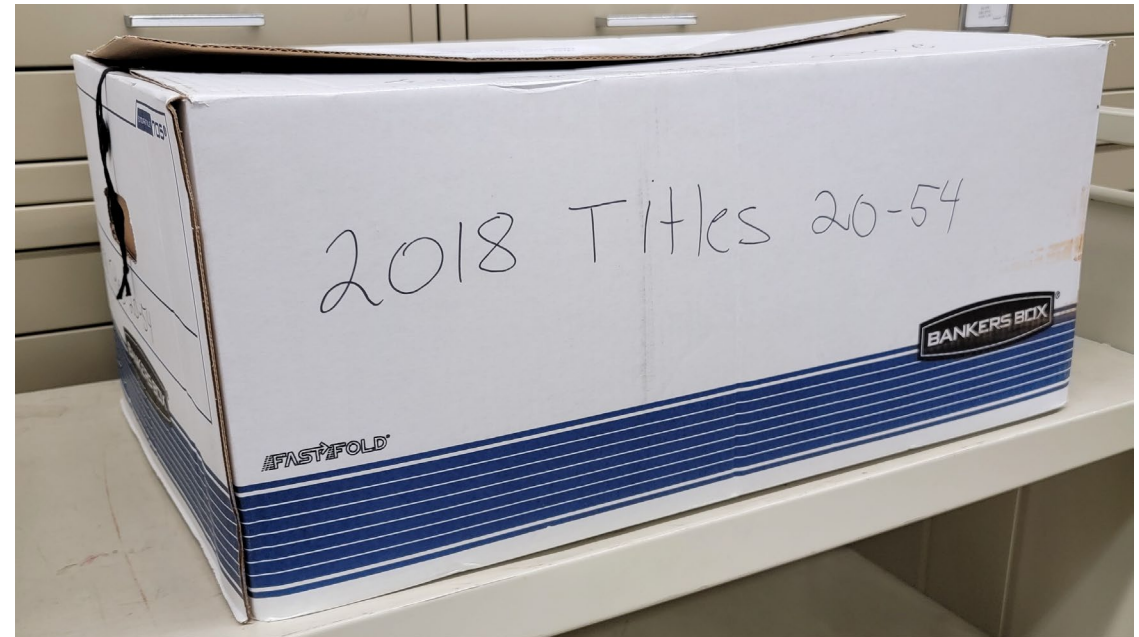
Transfer - Boxes



Correct



Incorrect



Transfer - Boxes



Correct



Incorrect



Transfer - Packing the Boxes



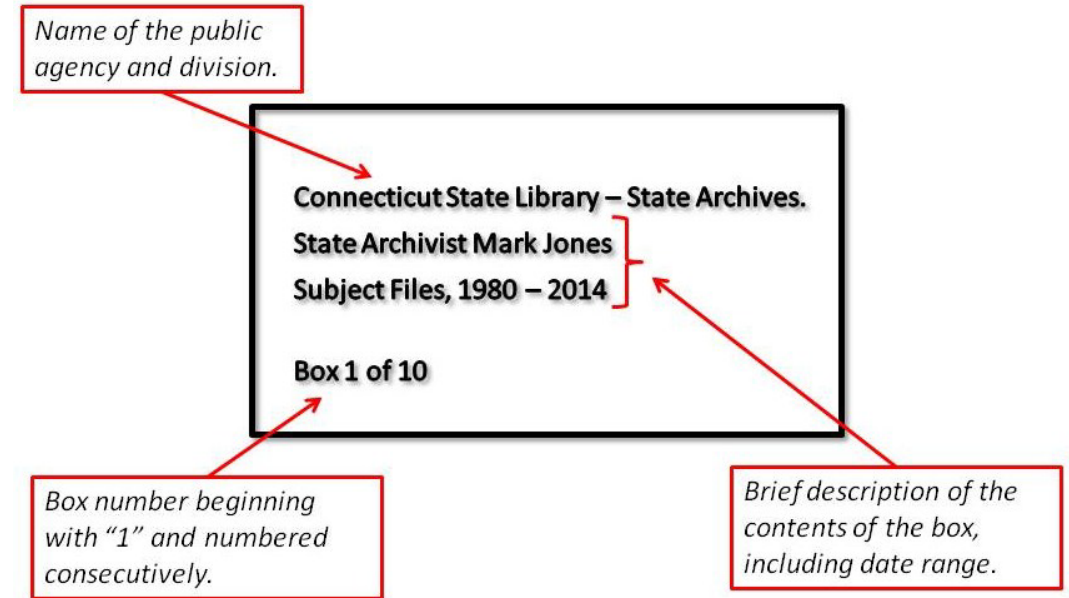
- Retain the original filing system order for the records when placing them into the boxes
- **Do remove** file folders from hanging folders
- **Do not** remove records from file folders
- **Do not** under or over-pack boxes



Transfer - Labeling the Boxes



- State agency personnel must label boxes with the following information:
 - Box number beginning with “1” and numbered consecutively.
 - Name of the public agency and division, e.g., “Connecticut State Library – State Archives.”
 - Brief description of the contents of the box, e.g., “State Archivist Mark Jones’ Subject Files, 1980 – 2014.”



Transfer - Container List



- State Archives staff **will not accept** records without a container list.
- Minimum requirement is a container list by box number.

Secretary of the State
Elections Division
Mass Mailing Files

Container List

<u>Box No.</u>	<u>Inclusive Dates</u>
176	1987-1990
177	1991-1993
178	1994-1996
179	1997-1998

Memorandum of Transfer



MEMORANDUM OF TRANSFER rev. 10/2019



FOR OFFICE USE ONLY

DATE RECEIVED	ACCESSION NUMBER

Public Agency or Entity: _____ Division or Unit: _____
State Agency RMLO: _____ Record Custodian: _____
Email: _____ Phone: _____ FAX: _____

Description of records: (Include titles, container, media, or volume contents, and inclusive dates. If additional sheets attached, CHECK HERE. ☐)

Estimated quantity and type of material. (List cubic feet or file size or file size. Specify type of material, e.g. maps, volumes, microfilm rolls, etc. or file formats, e.g. docx, jpg, pdf, etc.)

Restrictions on Access:

If to the best of your knowledge, there are no statutes, codes, regulations or Attorney General Opinions restricting full public access to the records listed above, CHECK HERE. ☐

If the records contain Criminal Justice Information (CJI) as defined in the [Criminal Justice Information Services Security Policy](#) issued by the Criminal Justice Information Services Division of the Federal Bureau of Investigation (FBI): CHECK HERE. ☐

Provide the full citation for all other statutes, codes, regulations, court rulings and/or Attorney General Opinions that restrict access to the records (Attach copies if appropriate):

Memorandum of Transfer



STATEMENT OF RMLO OR RECORDS CUSTODIAN OF TRANSFERRING PUBLIC AGENCY OR ENTITY:

I, the undersigned, on behalf of the above named public agency or entity, upon delivery to the Connecticut State Library under terms applicable in the Connecticut General Statutes relating to public records and in accordance with Connecticut laws and regulations and with any restriction cited above, permanently transfer physical custody and legal title of the records described above and on any attached pages. The transferring agency may examine the records during the State Library's regular working hours, observing established rules for accessing records in the State Archives' custody. These rules are available on the State Library website at <https://libguides.ctstatelibrary.org/hg/using-archival-records/home>. The State Library may dispose of any containers, unused forms, blank stationery, duplicates, or non-records or any records deemed to have no enduring administrative, legal, fiscal, or historical value without further consent of this agency or entity in accordance with Connecticut laws and regulations. I certify that I am authorized to act for this agency or entity on matters pertaining to the disposition of public records.

Name: (Printed) _____ Title: _____
Signature: _____ Date: _____

Records received at the State Archives by:

Name: (Printed) _____ Title: _____
Signature: _____ Date: _____

Transporting Records



- **Do not** send records by mail, courier or other means of transport without contacting State Archives staff.
- State Archives staff will come to your location to pick up records with our cargo van. Todd Gabriel, Library Technician, works directly with RMLO's and record custodians to schedule pickups.
- State Archives reserves the right in certain circumstances to require the state agency to transport records to State Library facilities.



Transferring Digital Records

Brittney Rankins

Digital Records Archivist

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<https://portal.ct.gov/csl/departments/state-archives>



Plan. Prepare. Confirm.



Plan what to
send and
when

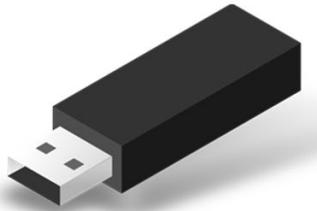


Prepare the
files and media



Confirm every
file arrived
safely

Choosing Reliable Media



- **Always use new physical media**
- Preferred:
 - External Hard Drives
 - Secure File Transfer Protocol
 - Cloud Transfer (OneDrive, SharePoint, Box, etc.)
- Acceptable:
 - USB Flash Drives
 - CD/DVD
- Never:
 - Previously used drives
 - DAT tapes

Protect What You're Sending

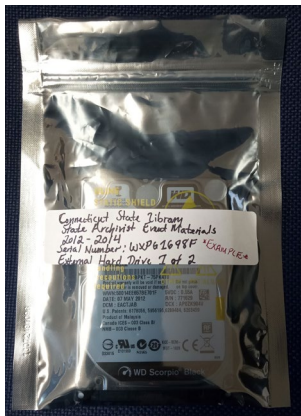


- ✓ Use static-free bags and/or hard cases
- ✓ Pad media so it cannot shift
- ✓ Label device with agency, date, and brief description
- ✗ No loose discs or uncovered drives

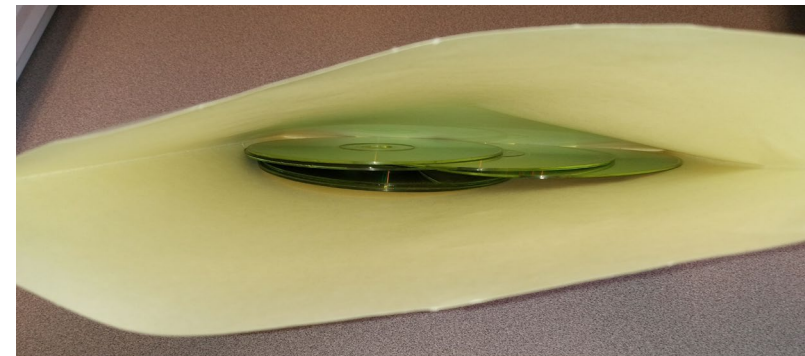
Protect What You're Sending



CORRECT



INCORRECT



If You Add a Password, Share It With Us



Remove file or folder
passwords before
copying

Copy files to new,
reliable media

If you choose to
encrypt your device,
make sure to share it
with us

Save It So We Can Keep It



GOOD

- PDF/A
- CSV
- TIFF
- MP4
- TXT
- Other widely supported or preservation-ready formats

BAD

- PST
- PSD
- Other formats prone to corruption or difficult to access

ASK

- CAD
- GIS
- Specialized files that may lose quality when converted

Tell Us What's Inside



File Name	File Type	File Size	Needed Software	Encrypted?
cad_floorplan_v2.dwg	DWG	25 MB	AutoCAD	No
summary_report_2023.pdf	PDF	678.0 MB		No
staff_contacts.csv	CSV	18.8 MB		No
project_notes.txt	TXT	277.8 MB		No
meeting_minutes_2024.pdfa	PDFA	751.2 MB		No
photo_collection_01.tiff	TIFF	537.3 MB		No
logo_archive.jpg	JPG	445.1 MB		No
final_audio_mix.wav	WAV	733.6 MB		No
raw_video_clip.mp4	MP4	535.3 MB		No
data_export.json	JSON	62.8 MB		No
metadata_schema.xml	XML	846.9 MB		No
archive_manifest.txt	TXT	516.7 MB		No
video_transcript.txt	TXT	201.7 MB		No
scanned_docs_2022.pdfa	PDFA	586.3 MB		No
annual_report_2023.pdf	PDF	492.7 MB		No
project_data_set.csv	CSV	302.6 MB		No
image_overview.tiff	TIFF	426.2 MB		No
transcription_notes.txt	TXT	664.4 MB		No
media_bagit_manifest.txt	TXT	330.5 MB		No
audio_checksum.sha256	SHA256	195.8 MB		No

- File types and sizes
- Total file/folder count
- Needed software (if nonstandard)
- Encryption used?

The Story Behind the Files



Photographer: James Naleski

Date: December 10, 2022

Photograph Context: "Rell Showing Wall-Painting: Governor Jodi Rell is showing her granddaughter where her name is hidden in a mural in the Governor's mansion."

- Make sure to add metadata to provide context
 - Dates covered
 - Topic or project
 - People involved
 - Related initiative names

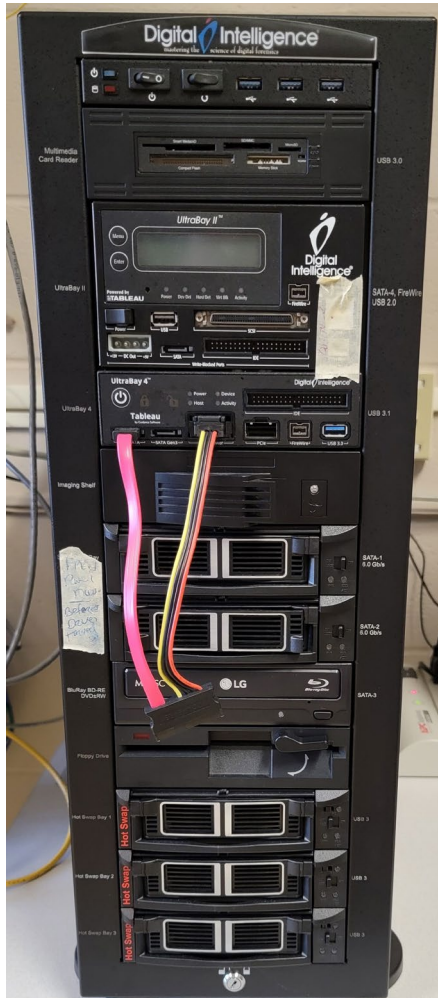
Bundle It Smart



Checksum (SHA256)	File Path
0d3c864e871d9dc26a205e6f68b80d6d47a1e92c5785de7884a331cf5aa40b66	project_summary.pdf
e2d9eec6c4a1dc365c22248de5b3bc1d35f7bf4fb0c7f759d073de690a518143	data_export.csv
8e71a380961f677ae9022b4526bc36009f43036b2865edf236760ae327be419e	images/photo_001.tiff
8b1dce07b408e309c97a350540b146a7f89ece9e807481182d9bdede71d48f87	audio/interview.wav
367136ba836458db8779333187eddbc0c6c4cab926135b061810791655ef8654	metadata.xml

- Bundle files using a tool that creates checksums
 - SHA-256 is preferred
- Contact your BITS Customer Success Manager for any software help

What We Do Behind the Scenes



- Quarantine and virus scan
- Verify files based on inventory list and checksums
- Process files based on archival principles
- Upload into digital collections platform (CTDA), if applicable
- Transfer the files for preservation

Hold Your Copy Until We're Sure



- Continue to keep your files during the transfer process
- If there are errors, keeping your copy helps
- Delete **after** we've confirmed a successful transfer

Your Digital Records Transfer Cheat Sheet



Digital Records Transfer Cheat Sheet

Before You Transfer

- Contact the State Archives early to coordinate your transfer. State agencies should work with their BITS Customer Success Manager early in the process as well.
- Use new, reliable media like an external hard drive, SFTP, or a secure cloud folder.
- Remove any file or folder passwords before packaging the files for transfer.
- Create an inventory in Microsoft Excel or Word that includes file names, file types, file sizes, nonstandard software needs, and encryption status.
- Add or provide existing metadata in a separate file (e.g., Microsoft Excel), including but not limited to title, dates, people, content description, and other relevant information.

Packaging Files

- Use a tool to bundle all files into a structured folder with checksums. Consult with your state agency BITS staff or your IT staff for assistance.
- Package physical media safely using static-free bags, padding, and clear labels, if applicable.

Avoid These Pitfalls

- Using old or damaged media to transfer files.
- Including proprietary formats without conversion or prior approval from the State Archives.
- Sending loose or unlabeled drives or discs.
- Omitting passwords for encrypted devices.
- Deleting your copy before the State Archives staff confirm successful receipt.

After You Send

- Wait for a confirmation email from us before deleting your local copy.

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Digital Records Transfer Checklist

- ☐ Reviewed records retention schedules to confirm records met required retention periods
- ☐ Notified the Agency Records Manager Liaison Officer (RMLO) and BITS Customer Success Manager (CSM) of the impending transfer
- ☐ Notified the State Archives of the upcoming records transfer
- ☐ Filled out the appropriate Records Disposition Authorization form and the Connecticut State Archives Memorandum of Transfer form
- ☐ Removed passwords from all files and folders
- ☐ Converted proprietary formats to open formats, when possible
- ☐ Created an inventory in Excel or Word format that included the following:
 - ☐ File names
 - ☐ File types
 - ☐ File sizes
 - ☐ Nonstandard software needs
 - ☐ Encryption status
- ☐ Added or provided existing metadata in a separate file including, but not limited to:
 - ☐ Title
 - ☐ Dates
 - ☐ Person/People
 - ☐ Content Description
- ☐ Packaged files and folders using a tool that generates checksums (e.g., Bagger, ExactFile)
- ☐ Transfer files using new physical media or an approved cloud platform
- ☐ Used anti-static packing materials with secure padding and clear external labels for the physical media device
- ☐ Confirmed transfer completion with the State Archives
- ☐ Deleted all local copies of the transferred records

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Loaning Archival Records

Allen Ramsey

Assistant State Archivist

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<https://portal.ct.gov/csl/departments/state-archives>



Loan of Records to Originating Agency



- **In certain circumstances**, the State Archives may **temporarily loan** particular sets of records back to the **originating agency** for a **30-day period** renewable for additional 30-day periods, as necessary
- **A loan agreement form is required**
- State Archives staff will deliver the requested records directly to a designated contact or work with agencies that are able to send staff to pick up records. **We cannot leave records with security staff.**
- Records shall remain in the appropriate storage or supervised work areas and may not be moved to any other location or lent to a third party **without prior approval** of the State Librarian or State Archivist or their designee

Loan Agreement Form



Loan Agreement for Archival Records

Borrower Information

Name and Title:

Sponsoring Organization/Agency:

Address:

Telephone:

Email:

Terms and Purpose of Loan

Loan Dates:

through

Description of materials including descriptive title, RG/PG or Dewey numbers(s), container number(s) and folder title(s) for each item loaned. Attach additional sheets if necessary.

Purpose:

- ☐ Agency Business ☐ Conservation ☐ Duplication
☐ Exhibition ☐ Museum of Connecticut History
☐ Other (specify)

Describe in full including location if different from above:

Transportation and Insurance

List all parties responsible for and modes of transportation:

Amount of Insurance: \$

(Written proof or signed CSL Waiver provided as attachment or submitted separately) ☐

231 Capitol Ave, Hartford, CT 06106 | 1-860-757-6511
An Affirmative Action/ Equal Employment Opportunity Employer

Borrower Agreement

I acknowledge that I have read the requirements for the loan of archival records and agree to abide by them. I acknowledge receipt of the materials described on this form, assume full legal responsibility for the careful maintenance, and prompt return of the loan by the date specified on this form.

Name:

Title:

Printed

Signature:

Date:

Connecticut State Library Agreement

On behalf of the Connecticut State Library, I acknowledge that the above-state borrower has provided evidence that the requirements for loan (or approved alteration thereof as noted below) and terms outlined above will be followed. I approve the loan for the period specified.

Signature:

Date:

State Librarian/State Archivist/ or authorized personnel

Approved alterations to the requirements for loan:

Extension Approval

I hereby approve extending this loan to this date(s)

due to the following circumstances:

Signature:

Date:

State Librarian/State Archivist/ or authorized personnel

Receipt of Return

I acknowledge receiving the above described loan:

Signature:

Date:

State Librarian/State Archivist/ or authorized personnel

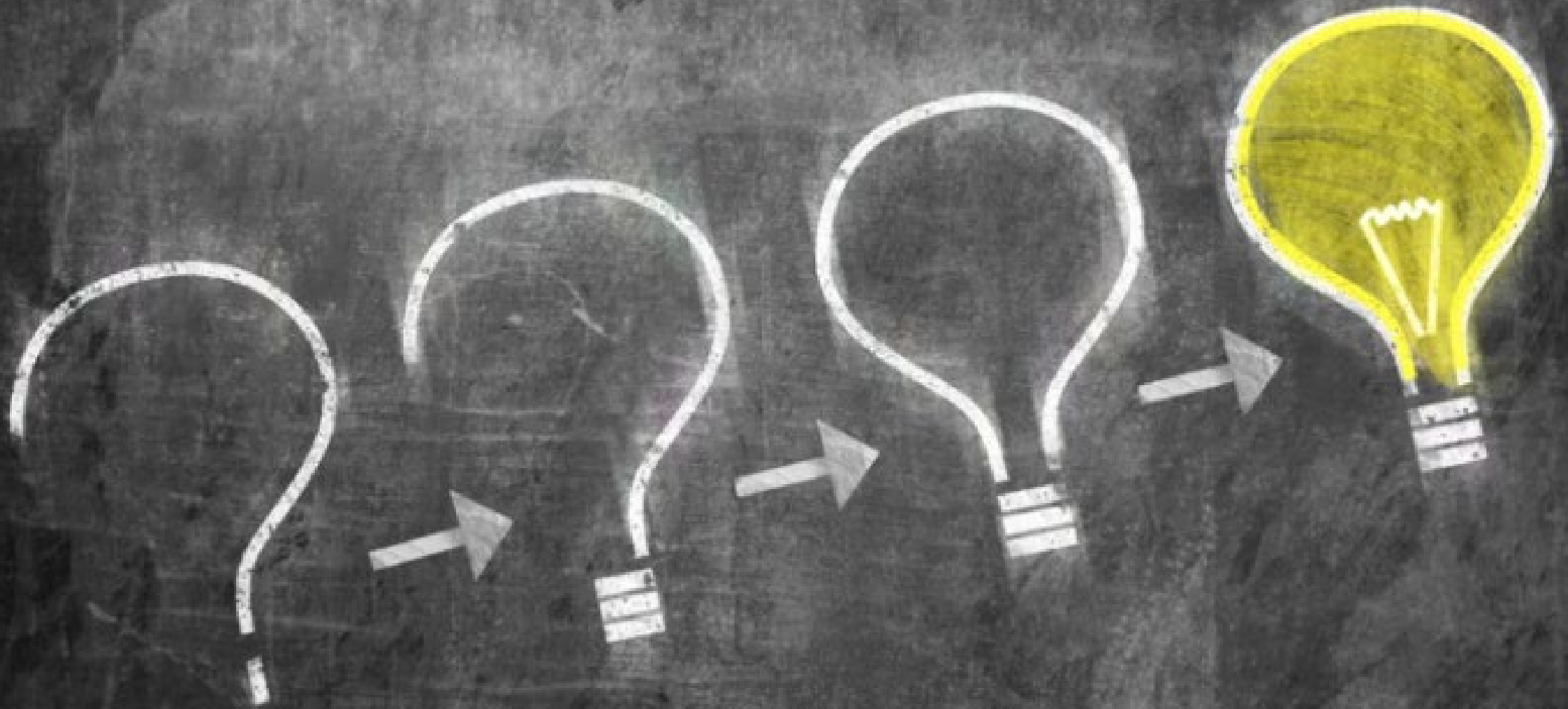
rev. 2021

Next Session:



- *Records Preservation and Disaster Preparedness* (May 21)

Thank you!



Questions?





CT State Library

Office of the Public Records Administrator

State Archives Contacts

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Office of the Public Records Administrator

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