

**RECORDS DISPOSITION AUTHORIZATION
FOR PROBATE RECORD BOOKS FOR
THE PERIOD AFTER JANUARY 1, 1921
Connecticut Probate Courts
Form RC-073 (11/2010) – PAGE 1 OF 2**



**STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator**
231 Capitol Avenue, Hartford, CT 06106
<http://ctstatelibrary.org/publicrecords/>

INSTRUCTIONS:

1. Use this form to obtain approval for disposition (destruction or transfer) of probate record books for the period after January 1, 1921, pursuant to CGS §11-8a, §45a-77(b) and Probate Court Regulation 10 (Rev. 8/2010). Record books up to December 31, 1920, should be transferred to the State Library.
2. Requests for transfer of record books and destruction of record books should be submitted on separate forms. For requests for transfer, complete the shaded section and obtain the signature of an authorized representative for the organization that will receive the books. For a municipality, the municipal CEO must sign. For a historical society, a society officer must sign.
3. If additional space is necessary to list all record books, use additional forms. Each form must be signed by the Probate Judge, and, for transfer requests, the authorized representative.
4. **Attach the microfilm inventory list**, indicating the verified location of microfilm for the record books listed on this form.
5. Fill out the form completely and legibly and submit the original signed form, with the microfilm inventory list, to the Office of the Probate Court Administrator, 186 Newington Road, West Hartford, CT 06110. After approval by the Probate Court Administrator, the Office of the Probate Court Administrator will forward the form and list to the Office of the Public Records Administrator. After approval by the Public Records Administrator and State Archivist, the Office of the Public Records Administrator will return copies of the signed authorization form to the Probate Court and the Office of the Probate Court Administrator. After receipt of this signed authorization form, the Probate Court may proceed with the approved destruction or transfer.
6. A copy of the signed authorization form must be retained in the Probate Court, the Office of the Probate Court Administrator, and the Office of the Public Records Administrator.

PROBATE COURT, DISTRICT OF:	DATE:
ADDRESS (<i>form will be returned to this address</i>):	REQUEST FOR (<i>indicate one</i>): <input type="checkbox"/> DESTRUCTION <input type="checkbox"/> TRANSFER

IF REQUESTING AUTHORIZATION FOR TRANSFER, COMPLETE THIS SECTION	
After approval, title and custody of the non-confidential probate record books listed below will be transferred to:	
ORGANIZATION:	
ADDRESS:	<input type="checkbox"/> MUNICIPALITY <input type="checkbox"/> HISTORICAL SOCIETY <input type="checkbox"/> OTHER
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	DATE:

	RECORD BOOK VOLUME NUMBER	RECORD SERIES TITLE (e.g., PROBATE RECORDS, BONDS, INVENTORIES, DISTRIBUTIONS)	INDICATE CONFIDENTIAL OR NON-CONFIDENTIAL	INCLUSIVE DATES	
				FROM	THRU
1.					
2.					
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				FROM	THRU
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PROBATE COURT CERTIFICATION	I hereby certify that each record book listed above has been (1) recorded as a digital record, (2) recorded on microfilm and (3) that the location of the microfilm has been verified, pursuant to Probate Court Regulation 10.11(c) (Rev 8/2010). The microfilm inventory list for these record books is attached.				
	PROBATE JUDGE (<i>type or print</i>):		SIGNATURE:		DATE:
AUTHORIZATION	APPROVED (<i>Probate Court Administrator</i>):				DATE:
	APPROVED (<i>Public Records Administrator</i>):				DATE:
	APPROVED (<i>State Archivist</i>):				DATE: