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**Public Records Memorandum 101** (Rev. 4/2023)

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**Date Issued:** April 3, 2023

**Supersedes:** This memorandum supersedes PRM 101 issued December 21, 2022

**To:** Agency Heads, Municipal Chief Executive Officers, Town Clerks, and Records Management Liaison Officers (RMLOs)

**From:** LeAnn R. Power, CRM   
Public Records Administrator  
Lizette Pelletier   
State Archivist

**Subject:** **Disposition of Original Paper Records after Scanning**

This memorandum is intended to address questions presented to this office regarding *Public Records Policy 04: Electronic Records Management (PRP 04)*, effective December 1, 2022. It addresses the new procedures for the disposition of original paper records after scanning. The new procedures are as follows:

- 1) Public agencies must establish and implement a written policy for digitizing public records. The policy must include requirements for destruction of original records (see Policy and Standards for more information).
- 2) PRP 04 permits public agencies to scan and destroy original paper records with any retention period, including permanent/archival/life of structure, provided they meet conditions as specified in the *Digital Imaging Standards (2022)*.
- 3) The requirement to request authorization to destroy original records after scanning has been removed if an agency has submitted a digitization policy to OPRA (Office of the Public Records Administrator). Public agencies will no longer be required to submit the RC-108.1 (state agencies) or RC-075.1 (municipalities). See Note #2 below if the policy document is not on file with our office.
- 4) Public agencies must continue to submit the respective RC-108 or RC-075 to request disposition of the official record copy (hard copy or electronic), per PRP 05: *Disposition of Public Records*.
- 5) Public agencies must contact the State Archives prior to destroying original records with a retention of permanent/archival/life of structure or designated with “historical value” or “archival review required.”

As we transition away from the approval process for the disposition of original paper records after scanning, this memorandum serves to establish the following additional requirements:

- 1) Public agencies must submit a copy of their digitization policy to the Office of the Public Records Administrator (OPRA).  
At minimum, the digitization policy must cover:
  - adherence to PRP 04 and the *Digital Imaging Standards (2022)* for all scanning projects undertaken, and
  - adherence to PRP 04 and the *Digital Imaging Standards (2022)* in all vendor contracts including RFPs and RFIs.
- 2) Until OPRA has received a copy of the new digitization policy, public agencies:
  - must continue to submit the RC-108.1 (state agencies) or RC-075.1 (municipalities) for authorization to destroy hard copy records that have been scanned.
  - may not dispose of the hard copy of permanent/archival/life of structure or designated with “historical value” or “archival review required” records.