



## Selected Public Records Laws – Municipalities

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For the full text of the Connecticut General Statutes, see <https://cga.ct.gov/current/pub/titles.htm>. Users should also check the Supplement to the General Statutes of Connecticut in even numbered years for any subsequent revisions. See <https://ctstatelibrary.org/publicrecordslaws2023/> for compilation of Public Records Laws.

- **Municipal Records Management Program**
  - Sec. 11-8 [Authority / Public Records Administrator]
  - Sec. 11-8a [Retention, destruction, and transfer of records]
- **Records Defined**
  - Sec. 1-16 through 1-18 [Original v. Reproduction]
  - Sec. 1-200 through 1-259 [Freedom of Information Act]
    - §1-200 (5) [“public records or file”]
  - Sec. 1-266 through 1-286 [Connecticut Uniform Electronic Transactions Act - CUETA]
    - §1-267 (7) [“electronic record”]
    - §1-282 [Authority over electronic records]
- **Records Maintenance**
  - Sec. 4-190 through 4-204 [Personal Data Act]
    - Sec. 4-193 (b) [Protection of personal data]
    - Sec. 4-193 (e) [Maintain only what is necessary]
  - Sec. 7-24 [Land record keeping systems]
- **Storage of Municipal Records**
  - Sec. 7-27 Fire-resistive vaults or safes
  - Sec. 7-35a Off-site storage of original documents
  - Sec. 7-42 Registrars of vital statistics. Duties. [Non-current records]
  - Sec. 9-23 (b) Maintenance of voter registrations. [Fire resistive cabinets]
- **Disposition of Municipal Records**
  - Sec. 7-27a Original land records
  - Sec. 7-109 Destruction of documents
  - Sec. 11-8a Destruction and transfer of documents
- **Unlawful Removal or Alteration of Records**
  - Sec. 1-240 (a) [Penalties - Misdemeanor]
  - Sec. 53-153 [Removal or alteration of records]
  - Sec. 53a-119 (12) [Larceny definition includes library theft]
  - Sec. 53a-124(a)(3) [Definition Class D Felony]