

State of Connecticut  
Connecticut State Library  
Office of the Public Records Administrator  
<http://ctstatelibrary.org/publicrecords/>



**Public Records Memorandum 101** (Rev. 6/2024)

---

**Date Issued:** June 4, 2024

**Supersedes:** This memorandum supersedes PRM 101 issued April 3, 2023

**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 procedures for the disposition of original paper records after scanning. The procedures are as follows:

- 1) State agencies within the Executive branch; certain quasi-public agencies; towns, cities, boroughs, and districts; and other political subdivisions of the state (hereinafter “public agency/agencies” or “agency/agencies”) in Connecticut must establish, implement, and/or update internal policies for digitizing public records. The policies must include requirements for destruction of original records [see Policy (PRP 04) and Standards (PRS 04-1, PRS 04-2) for more information]. The Office of the Public Records Administrator no longer requires public agencies to submit internal digitization policies for approval as of the issue date of this memorandum.
- 2) PRP 04 permits public agencies to seek authorization 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). See Note #1 below about requesting authorization to dispose of paper; See Note #2 below if authorization documents are not on file with our office.
- 3) 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*.
- 4) Public agencies must notify 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.”

This memorandum serves to revise the following requirements for requesting permission to dispose of original paper records after scanning as follows:

- 1) Public agencies must submit an appropriate form from the following list to request approval to dispose of paper records after scanning:
  - A. For less-than-permanent records that have already been digitized, submit Form RC-040 (municipalities) or Form RC-140 (state agencies). These forms supersede Form RC-075.1 (municipalities) and Form RC-108.1 (state agencies).
  - B. For less-than-permanent records that will be digitized and disposed on an ongoing basis, submit annual certification Form RC-045 (municipalities) or Form RC-145 (state agencies).
  - C. For permanent or life of structure records, submit Form RC-245.
- 2) No paper records may be disposed after scanning without an approved form from the above list.