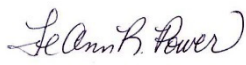


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**Public Records Memorandum 103**

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**Date Issued:** July 24, 2023  
**Supersedes:** This memorandum supersedes GL 2006-1 issued April 17, 2006  
**To:** Connecticut Town Clerks  
**From:** LeAnn R. Power, CRM  
Public Records Administrator   
**Subject:** **Format Requirements for Land Records and Indices**

The Office of the Public Records Administrator issues this memorandum under the authority granted by *Connecticut General Statutes* Secs. 11-8, 11-8a, 7-24, 7-25, and 1-9.

This memorandum is being issued to clarify questions received by this Office regarding the requirements for maintaining land records on paper and microfilm. Many towns are now accepting eRecording as set forth by Conn. Gen. Statutes Ch. 92a and Conn. Agencies Regs. Sections 7-35ee-1 through 7-35ee-10. In addition, many towns are now using land records management systems that meet the requirements as set by Public Records Policy 11: *Land Records Management Systems – Selection and Maintenance*. Regardless of the use of such systems, the requirements for ongoing maintenance of paper and microfilm copies remain unchanged.

**Land records and indices must be maintained in paper format.** Clerks who implement eRecording must continue to maintain indexes and land record volumes in accordance with the requirements of the Public Records Administrator, as specified in Section 7-35ee-9 of the regulation. As set forth in Conn. Gen. Statutes Sec. 7-24(b), records and indices must be kept in books or a system approved by the Public Records Administrator. To date, the Public Records Administrator has not approved a land recording system that may be used in lieu of printed books. The current requirements for printed indexes and volumes remain unchanged. Clerks who implement eRecording must continue to accept paper documents for recording, as specified in Section 7-35dd of CGS Chapter 92a.

**Land records and indices must be produced in paper format within the time periods set forth by Conn. Gen. Statutes Secs. 7-24 and 7-25.** A document left for record must be entered to the daybook within twenty-four hours and must be indexed within five days. It must be recorded within thirty days. To meet these deadlines, towns using electronic systems must set a printing schedule that produces, at minimum, a daybook each day; a collated month-to-date index each week of the current month; and a collated year-to-date index at each month's end. Recorded documents must be printed and placed in land record books or volumes as soon as available and within the thirty-day period. The paper used for printing permanent records must be approved by the Public Records Administrator.

**Land records and indices must be duplicated on microfilm.** *Admin. Reg. 11-8-21(i)* requires the microfilming of maps and also refers to the microfilming of deeds, stating, "Security film of maps placed on file in the office of the town clerk shall be required and stored in a manner similar to security film of

deeds.” There must be a systematic program for microfilming all land records, in accordance with *General Letter 96-2*, “Required Minimum Microfilming Standards for Public Records,” and microfilm security copies must be stored at an approved offsite location.

The protection of land records is central to the protection of Connecticut citizens’ rights and interests. While electronic systems may improve efficiency in processing and accessing records, they do not ensure the long-term preservation of these records. Electronic systems rely on rapidly changing hardware, software and media for data access, while paper and microfilm provide human-readable formats with exceptionally long lifespans. The combination of vault storage of paper records and approved offsite storage of microfilm duplicates provides the foundation for the permanent preservation of these important documents.