



CT State Library

Office of the Public Records Administrator

**Registrars of Voters Association of Connecticut
Spring 2024 Conference**

**RECORDS MANAGEMENT
ESSENTIALS**

April 11, 2024

**Presented by
Office of the Public Records Administrator**

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Presenter



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Public Records Analyst
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Electronic Records Analyst

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

Agenda



- Purpose & Benefits
- Statutory Requirements & Responsibilities
- Records Management Concepts
- Records Retention & Disposition
- Managing Records

Purpose & Benefits



Records Management



“The **field of management** responsible for the **efficient and systematic control** of the creation, receipt, maintenance, use and disposition of **records**, including processes for capturing and maintaining evidence of and information **about business activities and transactions** in the form of records.”

Source: ISO 15489-1, “Information and documentation – Records management,” 2001.

Purpose



- Ensure continuity of operations in the event of a disaster
- Identify and classify records that need to be retained and accounted for over time
- Establish guidelines for maintaining, using and controlling active and inactive records
- Identify the person(s) responsible for these functions

Benefits



- Increase efficiency and reduce costs
- Improve accountability and reduce liabilities
- Improve services and protect rights of citizens
- Identify and protect records needed during an emergency
- Identify and preserve historical record



Benefits



Before



After



Benefits



Name	Size	Type	Date Modified
o8877	3,127 KB	Adobe Acrobat Document	4/13/2011 3:0
o882501	391 KB	Adobe Acrobat Document	5/27/2011 1:1
o1708801	1,619 KB	Adobe Acrobat Document	7/29/2011 2:0
o1873310	2,111 KB	Adobe Acrobat Document	12/20/2011 2:
o2123261	1,678 KB	Adobe Acrobat Document	4/29/2011 1:3
o2129235	474 KB	Adobe Acrobat Document	6/10/2011 2:4
o2129264	1,233 KB	Adobe Acrobat Document	3/21/2011 1:5
o3025329	1,867 KB	Adobe Acrobat Document	5/4/2011 2:32
o3599658	2,621 KB	Adobe Acrobat Document	3/9/2009 3:12
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o3915974	2,452 KB	Adobe Acrobat Document	7/29/2011 11:
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o34673293	591 KB	Adobe Acrobat Document	
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o50153767	893 KB	Adobe Acrobat Document	
o51071319	159 KB	Adobe Acrobat Document	
o51464213	253 KB	Adobe Acrobat Document	
o52329873	822 KB	Adobe Acrobat Document	



Statutory Requirements & Responsibilities



Statutory Requirements



- Municipal/State Records Management Program
 - The Connecticut State Library is the public records office for the State of Connecticut
 - Authority under CGS § 11-8, § 11-8a, and § 7-109
 - Program carried out by the Office of the Public Records Administrator
- Records Defined
- Records Maintenance
- Municipal Records Storage and Disposition
- Unlawful Removal or Alteration of Records

Statutory Responsibilities: Municipalities



- Inventory records
- Obtain authorization to dispose of records
- Destroy records by appropriate method
- Transfer historical records to the State Archives or another approved archival facility



Employee Responsibilities



- Be aware of records management requirements
 - Public Records Policy 05
 - Records Retention Schedules
- Retain records until eligible for disposition
- Ensure records are disposed of after receiving authorization



Records Management Concepts



What is a record?



- Relates to business activities
- Recorded (in any format)
- Characteristics:
 - Authentic
 - Complete and Unaltered
 - Reliable
 - Usable



Definition: Public Records



General Statutes of Connecticut § 1-200 (5) [excerpt]:

**Any
recorded
data
or
information
relating
to the conduct of the
public's business...**

Official Record Copy



- Specific copy of a record designated by the agency as the legally recognized copy
- Maintained for retention, preservation and authentication purposes



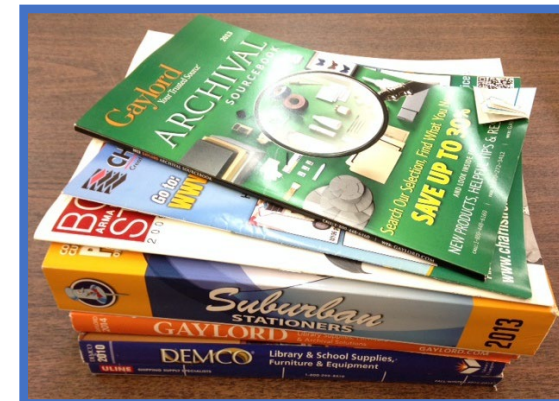
Records Custodian



- Responsible for the direct custody and care of the records in the normal course of business
- May or may not be the records creator
- Signs RC-075 disposition authorization
- By statute, the Town Clerk is responsible town's records, including the recording c town and all instruments required by law [CGS Sec. 7-23 and 7-24]

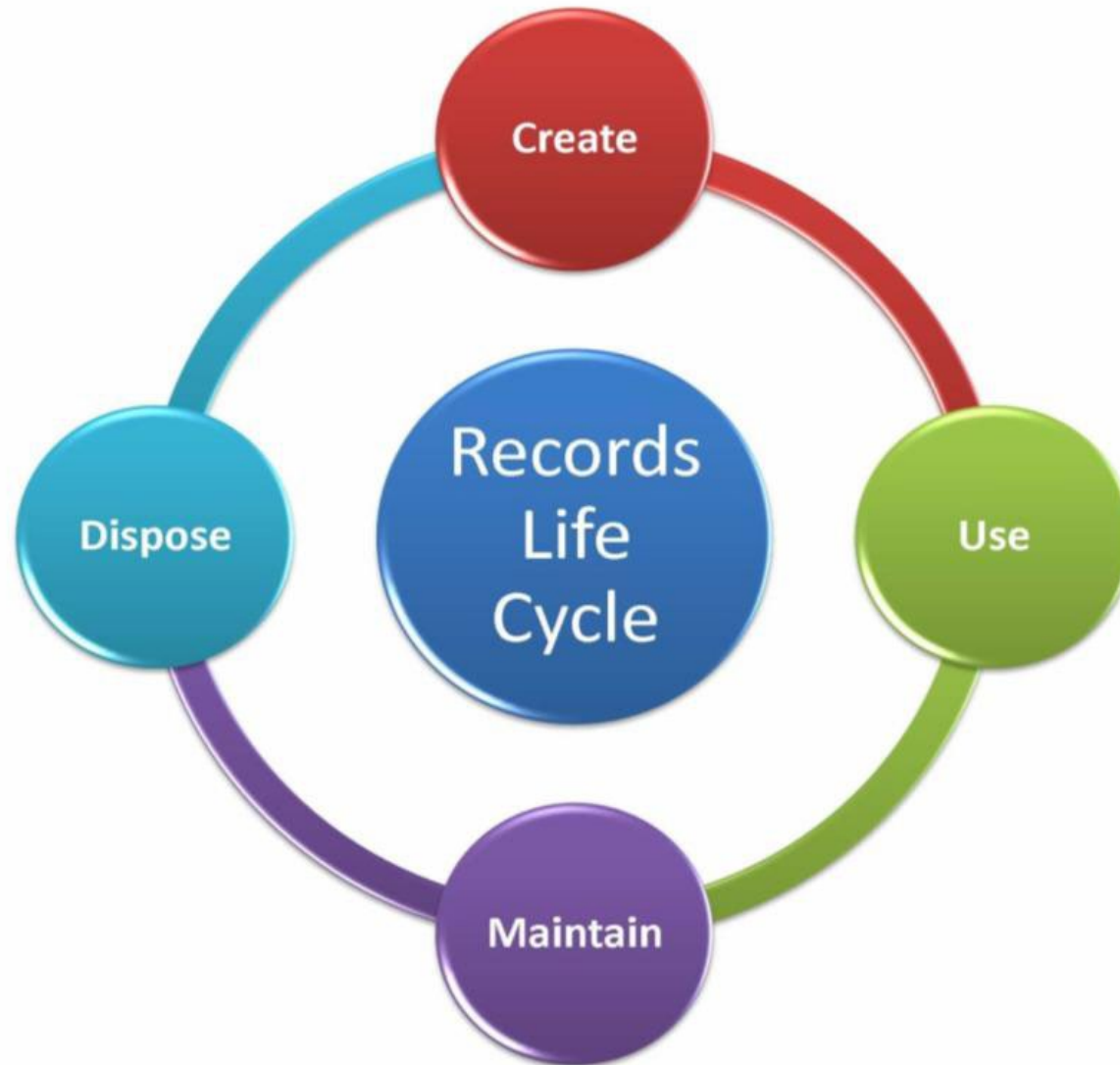


Non-Records



Includes duplicate (convenience) copies of the official record copy; and materials that do not document the agency's work

Life-Cycle of Records



Retention Schedule



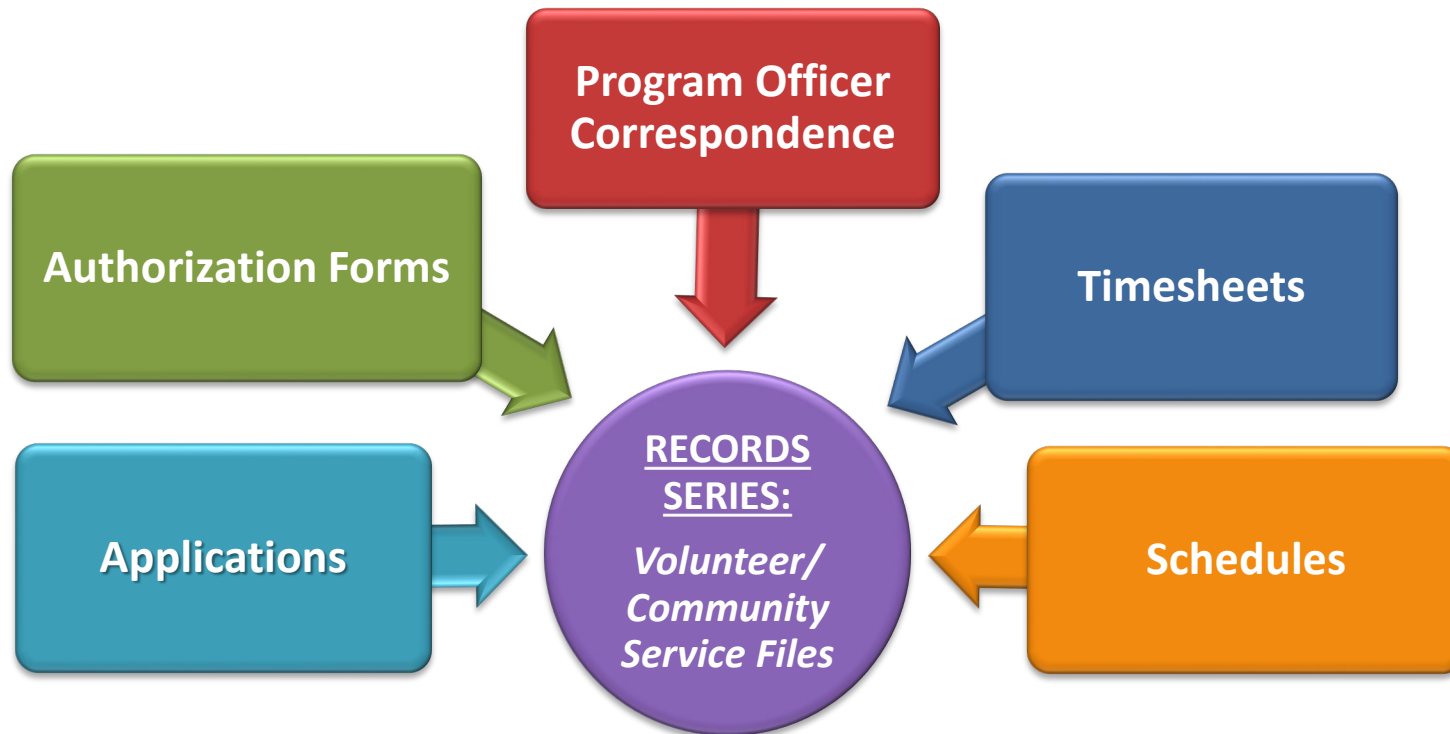
- Comprehensive listing of records series
- For each series, specifies:
 - Minimum Retention Period
 - Disposition



Records Series



A record series can include several types of related records that are filed and used together



Retention Period



Length of time

- *Ex: “3 years from fiscal year end”*

**Kept for
administrative, legal,
fiscal, historical, or
other purposes**

- Based on specific operational needs & requirements

Developing Retention Schedules



Retention Determined by: Value

- Administrative
- Legal
- Fiscal
- Historical / Research

Factors include:

- Operational needs
- Federal and state laws
- Regulations
- Statutes of limitation
- State or federal fiscal audits
- Other internal audits
- Archival value



Retention Schedule Reminders



- The same records management principles apply to electronic records as paper records
- No requirement to create a record just because it's listed on a schedule
- If not listed on a schedule, can't dispose – contact the Public Records Office for assistance
- Schedules do not provide authority to dispose – obtain authorization in advance (using Form RC-075)



Records Retention & Disposition





CT State Library

Preserving the Past. Informing the Future.

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Welcome to the Connecticut State Library

- [The Connecticut State Library will be closed on Friday, November 10 in observance of Veterans Day.](#)

The Connecticut State Library is currently open to the public Monday – Friday from 10 a.m. – 2 p.m. Email questions can also be [sent to staff](#).

State Library News Headline Links:

- [2023 Fall Third Thursday Schedule](#)
- [Connecticut State Library Receives 6th Grant Award for Newspaper Digitization](#)
- [CSL Website Refresh Changes Update](#)

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What can we help you find?

SEARCH



Welcome to the Connecticut State Library

Discover the many ways the Connecticut State Library supports and inspires researchers, students, historians, local and state governments, and all residents of Connecticut.

Looking for important services and information? The State Library houses reference services, public records, and the official State archives. We can help you sign up for a library card, access retention schedules, learn about our state's rich history and heritage, and much more.

Visit the [Connecticut State Library](#) today!

Address: 231 Capitol Avenue, Hartford, CT 06106

Hours: Monday - Friday 10 a.m. to 4 p.m.

HOW CAN WE HELP?



Ask A Librarian

Have a specific question? Chat with us Monday through Friday 10:00 a.m. - 4:45 p.m.

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Municipal General Schedules



General Retention Schedules for Municipalities

M1 - General Administration Records (02/2005)

M2 - Personnel/Labor Relations Records (02/2005)

M3 - Fiscal Records (02/2005)

M4 - Taxation - Assessment/Collection Records (05/2012)

M5 - Town Clerks and Registrars of Vital Statistics Records (02/2005)

M6 - Electors and Elections Records (09/2011)

M7 - Public Safety and Emergency Services Records (11/2012)

M8 - Education Records (2/2005)

M9 - Public Works (02/2005)

M10 - Land Use and Development (02/2005)

M11 - Library, Museum, Special Collection, and Archival Records (11/2013)

M12 - Health Departments/Districts/Clinics Records (02/2005)

M13 - Human Services/Social Services/General Assistance Records (02/2005)

M14 - Parks and Recreation Records (02/2005)

M15 - Locally Owned Utilities/Regional Authorities (02/2005)

M15.1 - Connecticut Municipal Electric Energy Cooperative (CMEEC) (12/2014)

M16 - Electronic Data Processing Records (02/2005)

Older Format



Public Records Administration

Connecticut State Library

231 Capitol Ave., Hartford, CT 06106

Revised 2/2005

Municipal Records Retention Schedule M1 GENERAL ADMINISTRATION

Item Number	Record Series Title	Minimum Retention Required	Disposition
	Accident Records		
(M7-295)	a. Fatal	permanent	maintain in municipality
(M7-300)	b. Non-fatal	10 years (<i>CGS Sec. 7-282</i>)	destroy ¹
M1-010	Alarm System Activity Reports	current plus 1 year	destroy ¹
	Bonds:		
M1-020	a. Fidelity	6 years after expiration	destroy ¹
M1-025	b. Performance, includes excavation	6 years after completion of project	destroy ¹
M1-030	c. Surety	6 years after completion of project	destroy ¹
(M3-105)	Budget, adopted	permanent	maintain in municipality
	Calendars		
M1-040	a. Official Appointment: in electronic or paper format	2 years	destroy ¹
M1-045	b. Desk calendars	1 year	destroy ¹
M1-047	c. Elected officials	Term of office, plus 2 years	destroy ¹
M1-050	Communications/Public Relations (includes speeches, press releases, remarks)	2 years	destroy ¹
M1-055	Complaints	2 years after resolution	destroy ¹

Revised Format



STATE OF CONNECTICUT RECORDS RETENTION SCHEDULE

M6: ELECTORS AND ELECTIONS RECORDS

(Revised: 09/2011)



STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

www.cslib.org/publicrecords

1. **SCOPE:** This schedule lists records common to the electoral process. It applies to the towns, cities, boroughs, districts, and other political subdivisions of the State. For records relating to general administrative, fiscal, or personnel matters, please refer to schedules, *M1: General Administrative Records*, *M2: Personnel/Labor Relations Records*, or *M3: Fiscal Records*.
2. **AUTHORITY:** The Office of the Public Records Administrator issues this records retention schedule under the authority granted by §11-8 and §11-8a of the *General Statutes of Connecticut*.
3. **SUPERSEDEANCE:** This schedule supersedes *Municipal Records Retention Schedule M6: Electors and Election Records (08/2007)*.
4. **DEFINITIONS:**
 - **PUBLIC RECORD:** "Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, Photostatted, photographed or recorded by any other method." [Source: CGS §1-200(5).]
 - **OFFICIAL RECORD COPY:** "Original or official copy of a record that is retained for legal, operational, or historical purposes." Retention requirements only apply to the official record copy. Note: In accordance with CGS §11-8a(c), administrative and fiscal values are included within "operational" purposes. [Source: *Glossary of Records and Information Management Terms, 3rd Edition*, ARMA International.]
 - **NON-RECORD:** "Item that is not usually included within the scope of official records." Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. [Source: *Glossary, 3rd ed.*]
 - **RECORDS SERIES:** "A group of related records filed/used together as a unit and evaluated as a unit for retention purposes (e.g., a personnel file consisting of an application, reference letters, benefit forms, etc.)." Records on this schedule are arranged by records series. [Source: *Glossary, 3rd ed.*]
 - **RECORDS CUSTODIAN:** "The individual or organization having possession of and responsibility for the care and control of material." [Source: Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. Chicago, IL: Society of American Archivists, 2005.]
5. **RETENTION PERIODS:** Retention periods listed on this schedule are based on the records' administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements. In most instances the established period sets the minimum retention requirement. However, some records have maximum retention periods set by Federal or State statutes or regulations and **must** be destroyed at the end of the retention period. Please note that any statute or regulation listed in brackets in the "Retention" column indicates the legal citation for that retention requirement.

How to Read a Schedule



SECTIONS

- A. REGISTRARS OF VOTERS RECORDS
- B. TOWN CLERK RECORDS

Series #	Records Series Title	Description	Retention	Disposition	Notes
A. REGISTRARS OF VOTERS RECORDS					
M6-010	Ballots, Optical Machine	Includes machine test ballots, spoiled/abandoned ballots, and executed optical machine ballots.	180 days after a state or local election, if not contested [CGS §9-302] 22 months after a federal election [42 USC 1974]	Destroy	Conn. Agencies Regs. §9-242a-27. 42 USC §15301 - 15545 (Help America Vote Act of 2002). Optical machines are also referred to as Tabulators. See note #7 DISPOSITION regarding exceptions; Unused or misprinted optical machine ballots should be destroyed immediately.
M6-050	Convicted Persons, List of	<i>[OBSOLETE]</i> List from the Judicial Department provided to the Secretary of the State regarding forfeited rights.	2 years after notification of removal	Destroy after receipt of signed Form RC-075	CGS §9-45. See note #8 OBSOLETE RECORDS.
M6-200	Voter Registration – Removal for Non-Residence	Evidence of notice regarding removal when registrars are not in agreement.	Permanent [CGS §9-43]	Maintain in municipality	
(M1-080)	Voter Registration Information, Request for	Name and address of persons requesting information or to whom any notice regarding registration status was sent.	2 years [42 USC 20 §1973gg-6(i) (National Voter Registration Act of 1993)]	Destroy after receipt of signed Form RC-075	

Records Disposition



Disposition of records refers to:

Destruction of records



Transfer of records



Destruction Procedures




- Refer to *Public Records Policy 5: Disposition of Public Records*
- Determine which records are eligible for destruction
- Obtain authorization to destroy public records by submitting a Records Disposition Authorization Form (RC-075)
 - Email form to csl.disposition@ct.gov



RC-075 Form (top)



RECORDS DISPOSITION AUTHORIZATION – TOWNS, MUNICIPALITIES, & BOARDS OF EDUCATION Form RC-075 (Revised 12/2021)		STATE OF CONNECTICUT Connecticut State Library Office of the Public Records Administrator 231 Capitol Avenue, Hartford, CT 06106 https://ctstatelibrary.org/publicrecords	
<p>AUTHORITY: Connecticut towns, cities, boroughs, districts, municipalities, boards of education, and other political subdivisions of the state must use this form to obtain approval for disposition (destruction or transfer) of public records in accordance with CGS §11-8a and §7-109. All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed; contact this office for further direction.</p> <p>See Page 2 for instructions. Send completed form by email.</p>			
LOCAL GOVERNMENT ENTITY:		DEPARTMENT/UNIT/OFFICE:	
RECORDS CUSTODIAN:		TITLE OF RECORDS CUSTODIAN:	
RECORDS CUSTODIAN EMAIL ADDRESS <i>(for return of form)</i> :		RECORDS CUSTODIAN PHONE:	
TYPE OF REQUEST – Indicate one and sign the associated certification statement below:			
<input type="radio"/> TRANSFER	I hereby certify that the records listed below are to be transferred to another entity. After approval, legal title and custody of the records listed below will be transferred to (include name and address):		
<input type="radio"/> DESTRUCTION	I hereby certify that the records listed below have met the retention requirements as indicated on approved records retention schedules issued by the Office of the Public Records Administrator. No records listed, in my opinion, pertain to any pending case, claim, or action. If applicable, all relevant audit reports have been issued.		
GOVERNMENT AUTHORIZATION	RECORDS CUSTODIAN <i>(type or print)</i> :	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:
	HEAD OF MUNICIPALITY <i>(type or print)</i> :	HEAD OF MUNICIPALITY SIGNATURE:	DATE SIGNED:
EDUCATION AUTHORIZATION	SUPERINTENDENT OF SCHOOLS <i>(type or print)</i> :	SUPERINTENDENT OF SCHOOLS SIGNATURE:	DATE SIGNED:

RC-075 Form (bottom)



SCHEDULE & SERIES NUMBER (e.g. M1-080)	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
OFFICE USE ONLY — AUTHORIZATION EXCEPTIONS:				TOTAL VOLUME OF RECORDS	Email
APPROVED (Signature of State Archivist):		DATE SIGNED:	APPROVED (Signature of Public Records Administrator):		DATE SIGNED:

RC-075 Local Government Entity Info



- Local Government Entity
- Department/Unit/Office
- Records Custodian
 - Name
 - Job Title
 - Email address
 - Phone number
- Transfer or Destruction
- Authorization
 - Custodian name, Signature, Date Signed
 - Head of Municipality name, Signature, Date Signed
 - Superintendent of Schools name, Signature, Date Signed (for education records only)

LOCAL GOVERNMENT ENTITY:		DEPARTMENT/UNIT/OFFICE:	
RECORDS CUSTODIAN:		TITLE OF RECORDS CUSTODIAN:	
RECORDS CUSTODIAN EMAIL ADDRESS <i>(for return of form)</i> :		RECORDS CUSTODIAN PHONE:	
TYPE OF REQUEST – Indicate one and sign the associated certification statement below:			
<input type="radio"/> TRANSFER	I hereby certify that the records listed below are to be transferred to another entity. After approval, legal title and custody of the records listed below will be transferred to (include name and address):		
<input type="radio"/> DESTRUCTION	I hereby certify that the records listed below have met the retention requirements as indicated on approved records retention schedules issued by the Office of the Public Records Administrator. No records listed, in my opinion, pertain to any pending case, claim, or action. If applicable, all relevant audit reports have been issued.		
GOVERNMENT AUTHORIZATION	RECORDS CUSTODIAN <i>(type or print)</i> :	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:
	HEAD OF MUNICIPALITY <i>(type or print)</i> :	HEAD OF MUNICIPALITY SIGNATURE:	DATE SIGNED:
EDUCATION AUTHORIZATION	SUPERINTENDENT OF SCHOOLS <i>(type or print)</i> :	SUPERINTENDENT OF SCHOOLS SIGNATURE:	DATE SIGNED:

RC-075 Records Information



SCHEDULE & SERIES NUMBER (e.g. M1-080)	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1.					
2.					
3.					
4.					
5.					
6.					
7.					

- Record Series ID # (from Municipal Retention Schedule)
- Record Series Title (from Municipal Retention Schedule)
- Date Range of Records (may include multiple years in one row, must include start & end date)
- Volume of records (in cubic feet, megabytes, or gigabytes)
- Proposed date of disposition

RC-075 Authorization



OFFICE USE ONLY — AUTHORIZATION EXCEPTIONS:		TOTAL VOLUME OF RECORDS	Email
APPROVED <i>(Signature of State Archivist):</i>	DATE SIGNED:	APPROVED <i>(Signature of Public Records Administrator):</i>	DATE SIGNED:

- Total Volume of Records
- Public Records/Archives use:
 - Authorization Exceptions (records cannot be destroyed)
 - Signature of State Archivist
 - Signature of Public Records Administrator

Records Destruction



- Approved RC-075 will be returned to records custodian via email
- Utilize a method that ensures the total destruction of the record:
 - Hard copy formats
 - Shred with a cross cut shredder
 - Recycle after shredding, if possible
 - Electronic media
 - National Institute of Standards and Technology (NIST) Special Publication 800-88
 - i.e. Clear, Purge, Destroy
- Document the destruction
 - Certificate of Destruction
- Records Custodian should keep a copy of the completed RC-075 and send the original to the Town Clerk



Managing Records



Managing Records



"We're not that well organized, but we know where everybody is."

Managing Records



- Part of routine business operations
- Standardized filing system
 - Same organization for paper and electronic records
- Centralized filing system
 - Departmental files – all available in central location
 - Individual files – for working files and reference copies
- Off site storage
 - Agency operated records center
 - Commercial records center



Managing Electronic Records



- Two categories based on origin: born-digital records and digitized records
- Retention is format neutral
 - The same records management principles apply to electronic records as paper records
 - Maintain *and purge* following the retention schedule, whether paper or digital
- The **value of the information** in a document determines:
 - Whether or not it is a record
 - Records series
 - Retention
- Not all management challenges are created equal



Active Management



- **Authenticity** – Is the record acceptable as genuine/original?
- **Integrity** – Is this record unaltered or has it been corrupted/experienced loss in some way?
- **Security** – Is the record protected? Does it need to be restricted?
- **Sustainability** – Can this record be supported throughout its lifecycle?
- **Accessibility** – Can you access the records? Can you share them with the public?

Electronic Records Policy & Standards



- Effective December 1, 2022
- *Public Records Policy 04: Electronic Records Management*
 - Supersedes *PRP 02: Digital Imaging*
 - Born digital and digitized records
- *Public Records Standards 04-1: Electronic Records*
 - Supersedes *Digital Imaging Standards (2014)*
 - Management of all electronic records
- *Public Records Standards 04-2: Digital Imaging*
 - Supersedes *Digital Imaging Standards (2014)*
 - Digitization standards

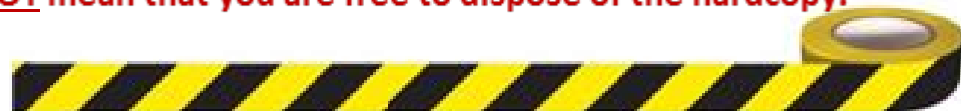
Digital Imaging (Scanning)



CAUTION CAUTION CAUTION CAUTION



It is important to note that if you scan a RECORD, it does NOT mean that you are free to dispose of the hardcopy.



Considerations



- Hybrid strategy
- Cost analysis
- Are these records actively used?
- Retention requirements
- Format requirements
- Indexing
 - File naming
 - Metadata
- Active management
 - PRS 04-1




Disposition of Paper Records after Scanning



- Current procedure
 - Submit the RC-075.1 for authorization to destroy the hard copy of less-than-permanent records that have been scanned
 - ON PAUSE: Digitization policy on file to authorize scan and dispose for records of any retention
- **New procedure forthcoming** for requesting permission to dispose of paper records after scanning
 - Refining procedures after working with agencies and municipalities throughout the year
 - No blanket permission to scan and dispose; authorization must be tied to approved record series

RC-075.1 Form



AUTHORIZATION FOR DISPOSAL OF ORIGINAL (Non-Permanent) PAPER RECORDS STORED AS DIGITAL IMAGES – TOWNS, MUNICIPALITIES, & BOARDS OF EDUCATION Form RC-075.1 (Revised 12/2022)				STATE OF CONNECTICUT Connecticut State Library Office of the Public Records Administrator 231 Capitol Avenue, Hartford, CT 06106 https://ctstatelibrary.org/publicrecords	
<p>AUTHORITY: Connecticut towns, cities, boroughs, districts, municipalities, boards of education, and other political subdivisions of the state must use this form to obtain approval for disposal of original (non-permanent) paper records stored as digital images in accordance with <i>Public Records Memorandum 101: Disposition of Original Paper Records after Scanning</i> (2022). All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed; contact this office for further direction.</p> <p>See Page 2 for instructions. Send completed form by email.</p>					
LOCAL GOVERNMENT ENTITY:			DEPARTMENT/UNIT/OFFICE:		
RECORDS CUSTODIAN:			TITLE OF RECORDS CUSTODIAN:		
RECORDS CUSTODIAN EMAIL ADDRESS (for return of form):			RECORDS CUSTODIAN PHONE:		
<p>By signing below, I certify that the paper records listed below have been reformatted as digital images and are being maintained in compliance with <i>Public Records Policy 04: Electronic Records Management</i>. The digital images have been inspected and found to be complete and accurate original records. Upon approved destruction of the paper records, the digital images will be designated as the official record copies. All digital images will be properly maintained and will remain accessible for the full retention period. I understand that this disposal request pertains to the paper copy of the records and that future disposal of the digital images will require prior authorization.</p>					
GOVERNMENT AUTHORIZATION	RECORDS CUSTODIAN (type or print):		RECORDS CUSTODIAN SIGNATURE:		DATE SIGNED:
	HEAD OF MUNICIPALITY (type or print):		HEAD OF MUNICIPALITY SIGNATURE:		DATE SIGNED:
EDUCATION AUTHORIZATION	SUPERINTENDENT OF SCHOOLS (type or print):		SUPERINTENDENT OF SCHOOLS SIGNATURE:		DATE SIGNED:
SCHEDULE & SERIES NUMBER (e.g. M1-080)	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1.					

Reminders



- PRP 04 does not override existing statutes, regulations, or policies that dictate a requirement to maintain hard copy records
- No change to requirements to request destruction of records
 - Submit the RC-075 for authorization, per PRP 05: Disposition of Public Records



Managing Email



- Email messages sent or received in the conduct of the public's business are public records and subject to disclosure and discovery (CGS §1-200(b))
- Do not use private email accounts to conduct public business
- Email should be treated as a form of correspondence
 - Schedule M1: General Administration Records
 - *General Letter #2009-2: "Management and Retention of Email and other Electronic Messages"*
 - *Public Records Policy 05: Disposition of Public Records*
 - *PRP 04: Electronic Records and Electronic Records Standards*
- Disposal of public records requires approval

Email Retention



Category	Retention Requirement	Examples
Related to specific programs or functions	Follow retention of records series that documents specific agency functions or programs	<ul style="list-style-type: none">• Documentation of significant developments on a project• Correspondence related to a legal proceeding or case file
Routine	2 years	<ul style="list-style-type: none">• Commonplace tasks• General requests• FOI requests
Transitory	No requirement	<ul style="list-style-type: none">• “Cookies in the break room”• Routine traffic/weather alerts• Personnel reminders• Benefits, open enrollment, etc.• External listserv messages• CC or BCC, no action required

Organizing Your Inbox



- Create folders in your inbox
 - Place the new folder under your “Inbox” folder
 - Use descriptive folder names
 - Move and keep all related messages in the appropriate folder
- Create folder names that mirror office filing system for paper files
- Requires less effort and improves access

Inbox	56
Drafts	
Sent Items	
> Action Needed	
Admin	
Atlas	
> Digitization Policy	
> Schedules	
> Legislation	
> Routine Correspondence	
> Projects	
FOI	
> Complaints	
Grant Info	
> Trainings	
> Listserv	264

Best Practices



- Writing and sending email
 - Do you need to use email?
 - Subject lines
 - Attachments vs. links
 - Copy and forward sparingly



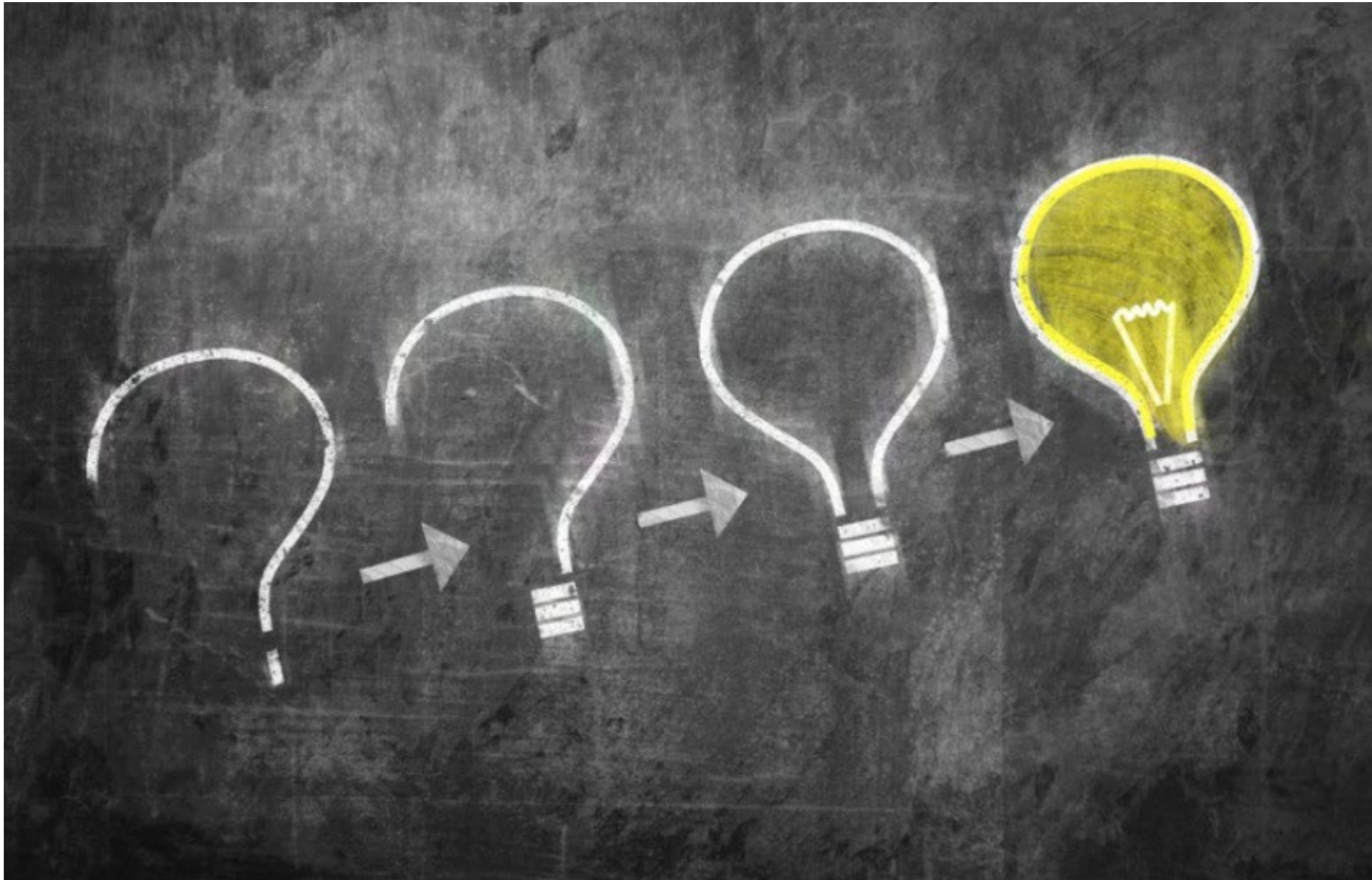
Be Prepared



- Disaster prevention and recovery plan:
 - Helps to avoid or reduce loss of records in a disaster
 - Include a list of the agency's essential records
- In event of disaster:
 - Contact OPRA upon discovery
 - Recover records where possible
 - Restoration companies
 - Document damage
 - Obtain permission to dispose of damaged records



Questions?





CT State Library

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Municipal Records Management Program:

<https://ctstatelibrary.org/publicrecords/municipal>