

Questions? Contact us

Tues.-Fri. 9-5
Sat. 9-2

For reference:

860-757-6500

Public Records:

860-757-6540

State Archivist:

860-757-6511

Email/Live Chat:

[http://www.cslib.org/
asklib.htm](http://www.cslib.org/asklib.htm)

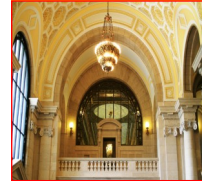
State Agency Publications, C.G.S. 11-9b-d and your responsibilities

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Digital publications
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You're a state agency, we're a
state agency, let's work together

The Connecticut State Library:

- Keeps your publications
- Authorizes disposition of your records
- Archives your official records

And provides extensive resources in these areas:

- State and federal government
- Law and legislation
- History and genealogy
- Public policy

And we have study guides to help you prepare for
state exams



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Directions: <http://www.cslib.org/fac231.htm#dirs231>



SOMETIMES YOU FORGET HOW IMPORTANT YOUR STUFF IS... WE DON'T.

Connecticut Documents Depository Program

- **What we do:**
 - We preserve your agency's valuable publications, both digital and paper, and catalog them so that you and other users around the world can find and use them.
 - We distribute your publications, or links to your publications, to a network of libraries across the state and the Library of Congress
- **What you need to do:**
 - Insure your compliance with *Connecticut General Statutes*, Sec. 11-9 b-d.
 - Send URL or PDF of your digital publications to csl.cda@ct.gov

Office of the Public Records Administrator

- **What we do:**
 - Publish records retention schedules
 - Review records disposition authorizations
 - Inspect public records storage facilities
 - Operate the State Records Center
- **What you need to do:**
 - Assign a Records Management Liaison Officer (RMLO)
 - Request permission to destroy public records (Form RC-108)

www.cslib.org/publicrecords

Connecticut State Archives

- Since 1855, we've acquired historical records from the 3 branches of state government. These records document the evolution of public policy and its implementation; the rights and claims of citizens; and the history of the state.
- See what we have on your agency at <http://www.cslib.org/archives/FAIndexes/>

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- Use the computers and databases in the Library
- Use iCONN.org from anywhere

www.cslib.org

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- Profiles of state agencies
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- Photocopiers
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Study Guides

Borrow a study guide to brush up on your skills before taking a state exam. They're not copies of tests given in Connecticut, but they help you prepare for standard civil service exams. Call us to see if we have one for you.