

# PUBLIC RECORDS LAWS

Connecticut General Statutes revised to January 1, 2009

These statutes are related to public records in Connecticut and the Office of the Public Records Administrator. This list is not comprehensive.

## TITLE 1: PROVISIONS OF GENERAL APPLICATION, CHAPTER 3: PUBLIC RECORDS: GENERAL PROVISIONS

- Sec. 1-7. Recording or copying by photographic, micrographic, electronic imaging or other process.
- Sec. 1-8. "Recorded" defined.
- Sec. 1-9. Alkaline paper for permanent records.
- Sec. 1-9a. Alkaline paper for executive branch photocopies.
- Sec. 1-10. Standard ink for public records.
- Sec. 1-11. Loose-leaf binders for public records.
- Sec. 1-12. Typewriting and printing. Legal force.
- Sec. 1-13. Making of reproductions.
- Sec. 1-14. "Certified copy" defined. Evidence.
- Sec. 1-16. Reproductions.
- Sec. 1-17. Reproductions to serve purposes of originals.
- Sec. 1-17a. Photographs and computerized images of individuals. State agencies prohibited from disclosing without express consent of individuals. Exceptions.
- Sec. 1-18. Disposition of original documents.

## TITLE 1: PROVISIONS OF GENERAL APPLICATION, CHAPTER 14: FREEDOM OF INFORMATION ACT

- Sec. 1-200. Definitions.
- Sec. 1-206. Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Service of process upon commission. Frivolous appeals.
- Sec. 1-210. Access to public records. Exempt records.
- Sec. 1-211. Disclosure of computer-stored public records. Contracts. Acquisition of system, equipment, software to store or retrieve nonexempt public records.
- Sec. 1-212. Copies and scanning of public records. Fees.
- Sec. 1-213. Agency administration. Disclosure of personnel, birth and tax records. Disclosure of voice mails by public agencies. Judicial records and proceedings.
- Sec. 1-214. Public employment contracts as public record. Objection to disclosure of personnel or medical files.
- Sec. 1-215. Record of an arrest as public record. Exception.
- Sec. 1-216. Review and destruction of records consisting of uncorroborated allegations of criminal activity.
- Sec. 1-217. Nondisclosure of residential addresses of certain individuals.
- Sec. 1-218. Certain contracts for performance of governmental functions. Records and files subject to Freedom of Information Act.
- Sec. 1-219. Veterans' military records.
- Sec. 1-225. Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions.
- Sec. 1-226. Recording, broadcasting or photographing meetings.
- Sec. 1-227. Mailing of notice of meetings to persons filing written request. Fees.
- Sec. 1-228. Adjournment of meetings. Notice.
- Sec. 1-229. Continued hearings. Notice.
- Sec. 1-230. Regular meetings to be held pursuant to regulation, ordinance or resolution.
- Sec. 1-231. Executive sessions.
- Sec. 1-232. Conduct of meetings.
- Sec. 1-240. Penalties.
- Sec. 1-241. Injunctive relief from frivolous, unreasonable or harassing freedom of information appeals.
- Sec. 1-242. Actions involving provisions of the Freedom of Information Act. Notice of litigation to the Freedom of Information Commission. Intervention by commission.

## **TITLE 1: PROVISIONS OF GENERAL APPLICATION, CHAPTER 15: CONNECTICUT UNIFORM ELECTRONIC TRANSACTIONS ACT**

- Sec. 1-267. Definitions.
- Sec. 1-268. Scope.
- Sec. 1-269. Prospective application.
- Sec. 1-270. Use of electronic records and electronic signatures. Variation by agreement.
- Sec. 1-271. Construction and application.
- Sec. 1-272. Legal recognition of electronic records, electronic signatures and electronic contracts.
- Sec. 1-273. Provision of information in writing. Presentation of records.
- Sec. 1-274. Attribution and effect of electronic record and electronic signature.
- Sec. 1-275. Effect of change or error.
- Sec. 1-276. Notarization and acknowledgment.
- Sec. 1-277. Retention of electronic records; originals.
- Sec. 1-278. Admissibility in evidence.
- Sec. 1-279. Automated transaction.
- Sec. 1-280. Time and place of sending and receipt.
- Sec. 1-281. Transferable records.
- Sec. 1-282. Creation and retention of electronic records and conversion of written records by governmental agencies.
- Sec. 1-283. Acceptance and distribution of electronic records by governmental agencies. Interoperability. Regulations.
- Sec. 1-284. Electronic record presumed not sent to or received by a consumer.
- Sec. 1-285. Severability clause.
- Sec. 1-286. Operation of Connecticut Uniform Electronic Transactions Act with respect to federal act.

## **TITLE 4: MANAGEMENT OF STATE AGENCIES, CHAPTER 48: ORGANIZATION OF STATE AGENCIES**

- Sec. 4-38d. Transfer or assignment of functions, powers, duties of department, institution, or agency to successor department, institution, agency or authority.

## **TITLE 4: MANAGEMENT OF STATE AGENCIES, CHAPTER 55: PERSONAL DATA**

- Sec. 4-190. Definitions.
- Sec. 4-193. Agency's duties re personal data.
- Sec. 4-194. Refusal to disclose. Medical doctor to review data. Judicial relief.
- Sec. 4-195. Petition to court for failure to disclose.

## **TITLE 7: MUNICIPALITIES, CHAPTER 91: SELECTMEN**

- Sec. 7-14. Land records indexes. Examination of land records. Attestation of records and photocopies. Town records. Certification as to examination of records and indexes. General index of land records. Penalties.

## **TITLE 7: MUNICIPALITIES, CHAPTER 92: TOWN CLERKS**

- Sec. 7-22a. Certification program for town clerks.
- Sec. 7-23. Records and copies.
- Sec. 7-24. Recording of instruments; safekeeping of records; recording of illegible instruments; form of instruments.
- Sec. 7-25. Index.
- Sec. 7-25a. Electronic indexing system.
- Sec. 7-26. Errors to be corrected.
- Sec. 7-26a. Indemnification of clerk with respect to claims arising out of land record errors.
- Sec. 7-27. Municipal records to be kept in fire-resistive vaults or safes.
- Sec. 7-27a. Destruction of original land records or instruments.
- Sec. 7-27b. Removal of Social Security number from document prior to recording on land records.
- Sec. 7-28. Indexing of mechanic's lien.

- Sec. 7-29. Release or assignment of mortgage or lien.
- Sec. 7-30. Attachment of real estate.
- Sec. 7-31. Maps of surveys and plots, filing requirements, copies.
- Sec. 7-32. Index of surveys and maps.
- Sec. 7-34a. Fees.
- Sec. 7-34b. Accounting of fees required. Salary in lieu of fees.
- Sec. 7-35. Preservation by town clerks of statutes, special acts and Register and Manual.
- Sec. 7-35a. Off-site storage of original documents. Requirements.

**TITLE 7: MUNICIPALITIES, CHAPTER 92a: UNIFORM REAL PROPERTY ELECTRONIC RECORDING ACT**

- Sec. 7-35aa. Short title: Uniform Real Property Electronic Recording Act.
- Sec. 7-35bb. Definitions.
- Sec. 7-35cc. Validity of electronic documents.
- Sec. 7-35dd. Recording of documents.
- Sec. 7-35ee. Administration and standards. Regulations. Duties of State Librarian. Real Property Electronic Recording Advisory Committee.
- Sec. 7-35ff. Uniformity of application and construction.
- Sec. 7-35gg. Relation to Electronic Signatures in Global and National Commerce Act.

**TITLE 7: MUNICIPALITIES, CHAPTER 93: REGISTRARS OF VITAL STATISTICS**

- Sec. 7-41. Regulations re record keeping. Submission of certified copies to department.
- Sec. 7-42. Duties.
- Sec. 7-44. When authenticated copies of certificates to be transmitted to other towns. Use of electronic vital records system.
- Sec. 7-45. Preparation of certificates.
- Sec. 7-46. To complete records. False entry.
- Sec. 7-47. Indexes.
- Sec. 7-47b. Record keeping of personal data by institutions. Release or disposal of dead body or dead fetus.

**TITLE 7: MUNICIPALITIES, CHAPTER 94: TOWN TREASURERS**

- Sec. 7-84. Record and annual report of town orders.

**TITLE 7: MUNICIPALITIES, CHAPTER 97: MUNICIPALITIES: GENERAL PROVISIONS**

- Sec. 7-109. Destruction of documents.

**TITLE 11: LIBRARIES, CHAPTER 188: STATE LIBRARY**

- Sec. 11-8. Records management program. Public Records Administrator.
- Sec. 11-8a. Retention, destruction and transfer of documents. Centralized microcopying services.
- Sec. 11-8b. Transfer or disposal of public records. State Library Board to adopt regulations.
- Sec. 11-8c. Recovery of public records by State Librarian.
- Sec. 11-8i. Historic documents preservation account.
- Sec. 11-8j. Preservation and management of historic documents: Definitions.
- Sec. 11-8k. Historic documents preservation grants to municipalities. Allocation of moneys in historic documents preservation account.
- Sec. 11-8l. Historic documents preservation grant program. Regulations.
- Sec. 11-8m. Municipal reports to Public Records Administrator. Annual report of Public Records Administrator to legislative committee.
- Sec. 11-8n. Regulations.
- Sec. 11-9b. Definitions.
- Sec. 11-9c. Tangible and intangible state publications and depository library system.
- Sec. 11-9d. Duties of state agencies re tangible and intangible publications. Designation of staff.

**TITLE 12: TAXATION, CHAPTER 203: PROPERTY TAX ASSESSMENT**

Sec. 12-57. Certificates of correction.

**TITLE 45A: PROBATE COURTS AND PROCEDURE, CHAPTER 801: PROBATE COURT: ADMINISTRATIVE PROVISIONS**

Sec. 45a-10. Fire-resistant safe or vault. Office space to be provided for records.

**TITLE 53: CRIMES, CHAPTER 942: OFFENSES AGAINST PUBLIC JUSTICE**

Sec. 53-153. Unlawful removal or alteration of records. Counterfeiting seals.

**TITLE 53a: PENAL CODE, CHAPTER 952: PENAL CODE: OFFENSES**

Sec. 53a-119. Larceny defined.

Sec. 53a-119a. Shoplifting and library theft; detention, questioning, presumption of crime.

**TITLE 54: CRIMINAL PROCEDURE, CHAPTER 961a: CRIMINAL RECORDS**

Sec. 54-142h. Data collection; audit; maintenance of records and log.