

Certificate of Compliance

DIGITAL IMAGING STANDARDS for Public Records

Signed certificate
should be sent to:

**Connecticut State Library
Office of the Public Records
Administrator
231 Capitol Avenue
Hartford, CT 06106**

We certify that we meet the digital imaging requirements established by the Office of the Public Records Administrator as specified in General Letter #2001-01: "Standards for the Use of Imaging Technology for Storage, Retrieval, and Disposition of Public Records."

Name and address of State Agency / Municipality

Name of Digitization System

Name and address of Vendor company *or* In-house Operation

Agency Records Management Liaison Officer (RMLO) / Records Custodian of Municipality

Name (*type or print*)

Signature

Date

Information Technology representative of Agency / Municipality

Name (*type or print*)

Signature

Date

Authorizing Vendor / Authorized Individual for in-house operation

Name (*type or print*)

Signature

Date

Approved by Public Records Administrator

Signature

Date

APPROVED
CERTIFICATE WILL BE
RETURNED TO AGENCY /
MUNICIPALITY