

# Certificate of Compliance

## MICROFILIMING 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 microfilming requirements established by the Office of the Public Records Administrator as specified in General letter #96-2: Required Minimum Microfilming Standards for Public Records; Disposition of Original Records (revised 03/1999).

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Name and address of State Agency / Municipality

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Name and address of Microfilming Vendor company / In-house Operation

*We have reviewed General Letter #96-2 and our contract meets the standards and specifications in accordance with the provisions of this letter.*

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

\_\_\_\_\_  
Name (*type or print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*We have reviewed General Letter #96-2 and our microfilming operation meets the standards and specifications in accordance with the provisions of this letter.*

**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