

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 (revised 03/1999).

Name and address of State Agency / Municipality

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