



# STATE OF CONNECTICUT CONNECTICUT STATE LIBRARY

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## GENERAL LETTER 2010-1

**DATE:** January 26, 2010

**TO:** Administrative Heads of State Agencies, Records Management Liaison Officers,  
and Agency Personnel Involved in Records Management Activities

**FROM:** LeAnn R. Power, CRM  
Public Records Administrator

**SUBJECT:** Transfer and Storage of Records at the State Records Center

The Office of the Public Records Administrator issues this statement under authority granted it by the General Statutes of Connecticut §11-8 and §11-8a. This letter applies to state agencies in the Executive branch of state government and outlines the procedures for transfer, accession, and destruction of inactive agency records at the State Records Center. General Letter 2010-1 replaces General Letter #2008-2: *Transfer of Records to State Records Center and Approved Boxes for Records Storage* (issued June 25, 2008).

### **A. STATE RECORDS CENTER**

The State Records Center is operated by the Connecticut State Library, Office of the Public Records Administrator. With a storage capacity of 70,000 cubic feet of records, the Records Center provides centralized, off-site storage for inactive agency records. The agency remains the record custodian of records stored at the Records Center. The Records Center is **not** open to the general public. The Records Center's services are provided to agencies free of charge. These services include storage, interfiling, records retrieval and re-file, and records destruction. The Records Center is located at 198 West Street, Rocky Hill.

### **B. TRANSFERRING RECORDS TO THE STATE RECORDS CENTER**

The agency must first complete and submit the *State Records Center Storage List* (Form RC-100) [rev. 01/2010] at least two (2) weeks prior to the date the agency wishes to transfer records. Staff will schedule a shipment date. Shipments cannot be delivered without advance submission of the Form RC-100. The agency is responsible for physically transporting and unloading the records. Once the records are at the Records Center, the agency may request access to the records by submitting the *State Records Center Reference Request* (Form RC-200) [rev. 01/2010]. Staff will contact the agency to request authorization for destruction once records have fulfilled the retention period.

#### **Steps to Transfer Records:**

##### **Step 1: Complete the *State Records Center Storage List* (Form RC-100).**

The Form RC-100 is available online at [www.cslib.org/publicrecords/opraforms.htm](http://www.cslib.org/publicrecords/opraforms.htm). The twelve (12) page form allows for a maximum of 180 boxes per shipment.

Records packed together must be part of the same records series, and the records series must correspond to an approved records retention schedule. **Records Center staff will only accept records that are on an approved records retention schedule.** See <http://www.cslib.org/publicrecords/retstate.htm>.

**How to complete the form:**

1. **Agency:** Full name of agency. Include division or unit and mailing address.
2. **RMLO:** Records Management Liaison Officer (RMLO) *or* authorized agency personnel preparing the shipment.
3. **Phone:** Contact telephone number.
4. **Page \_\_ of \_\_:** Number of pages for the shipment, e.g., "Page 3 of 7."
5. **Retention Schedule and Series Number:** As shown on the corresponding records retention schedule, e.g. "S2-160."
6. **Records Series Title:** As shown on the corresponding records retention schedule, e.g. "Employee Personnel File."
7. **Destruction Review Year:** Year in which the records will be reviewed for destruction, e.g., if the destruction date is 09/2009, list "2010." All records on the same page should have the same destruction year.
8. **Description of Contents:** Provide a brief description of the records in box.
9. **Range:** Provide range for records in box, e.g. "Jones – Smith" or "Contract Numbers: 123456 – 987654."
10. **Dates of Records:** List the inclusive dates of the records from earliest to latest, e.g. "01/2007 – 12/2007" or "2007 – 2008."
11. **Box Number:** List box numbers in sequential fashion (use any numbering system).

**Step 2: Submit the completed *State Records Center Storage List (Form RC-100)*.**

Send the form as an e-mail attachment to [recordsctr@cslib.org](mailto:recordsctr@cslib.org). Public Records staff will review the paperwork, and if approved, will respond with available dates to receive the shipment. If the paperwork is not approved, Public Records staff will advise steps for remediation.

**Step 3: Obtain the approved boxes.**

The Records Center only accepts records in a standard 1.0 cubic foot record carton. Approved boxes have been tested for durability and adhere to the following specifications: inside dimensions are 12"(w) X 15"(d) X 10"(h); box fits either letter or legal-size files; box is constructed out of multilayered corrugated double-walled cardboard on all sides; stacking weight is at least 800 pounds; and box has a removable locking lift-off lid with reinforced hand holes.

The following boxes are the only approved boxes for use at the Records Center:

**Fellowes R-KIVE® Banker's Storage Box:**

- FEL 00724** (stacking weight: 850, color: black on white)
- FEL 07241** (stacking weight: 850, color: green on white)
- FEL 07242** (stacking weight: 850, color: red on white)
- FEL 07243** (stacking weight: 850, color: blue on white)

**FEL 12775** (stacking weight: 800, color: blue on light brown, recycled)

**FEL 0083601** (stacking weight: 850, color: black on white, includes 3 dividers)

**Fellowes PRESTO® Banker's Storage Box:**

**FEL 0063601** (stacking weight: 850, color: blue on white)

These boxes can be purchased from a vendor pursuant to DAS state contract #[07PSX0044](#). If an agency identifies a box that meets the aforementioned specifications, they may bring or send the box to the Records Center prior to the shipment date for staff review.

**Step 4: Pack the boxes.**

The agency should pack together records with the same destruction year in one or more consecutively numbered boxes. Destruction is based on the latest date of the records if more than one destruction year is in the same box. Place folders upright in the box. The weight limit for each box is thirty (30) pounds. Do not over-pack the boxes as **staff cannot accept over-packed or damaged boxes.**

Use black permanent ink to mark each box with the following information: box number and range. Place this information on the 12" (short) side of the box. **Leave at least a 6" X 2" space for staff use.** Please print legibly.

**Step 5: Deliver the boxes.**

Agencies are required to deliver and unload their own shipments on the scheduled date. Boxes must be unloaded in order by box number as listed on the Form RC-100.

After the boxes have been delivered, staff will assign a unique Records Center location number to each box and indicate this location on the Form RC-100. The form will be returned to the agency. The agency should retain the Form RC-100 as it acts as the container list for records stored at the Records Center.

**C. ACCESSING RECORDS STORED AT THE STATE RECORDS CENTER**

The Records Center is a secured facility. Only Records Center staff may retrieve boxes and/or files from the storage area. Authorized agency personnel may view records during normal business hours, Monday through Friday, from 8:00 a.m. to 4:00 p.m. To request a record, complete the Form RC-200, available online at: <http://www.cslib.org/publicrecords/opraforms.htm>, and e-mail, fax, or phone in the request. Staff will typically process the request within 24 hours. If there is a priority request, please contact the Records Center at (860) 721-2041 or [recordsctr@cslib.org](mailto:recordsctr@cslib.org). Records are delivered through the Department of Administrative Services' (DAS) courier system.

In accordance with the guidelines established by the Attorney General's Office regarding files covered by the Personal Data Act (CGS §4-190), "only agency employees who have specific need to review personal data records for lawful purposes of the agency will be entitled access of such records." Therefore, if the agency wishes to add individual documents to an existing box, the agency must request that the box be sent back to them for interfiling purposes. Records Center staff will, however, interfile a complete file within a box, provided that there is adequate space in the box.

**D. DESTROYING RECORDS STORED AT THE STATE RECORDS CENTER**

Staff will contact the agency when the records have met the retention period to request permission to destroy the records. The agency must review all records listed on the Form RC-100 to ensure that no records scheduled for destruction relate to any pending case, claim, or action.

The agency will sign and return the Form RC-100 to authorize destruction of the records. The Public Records Administrator and the State Archivist will review and sign the Form RC-100 to ensure the records have fulfilled their retention requirements and no records of enduring historical value will be destroyed.

The Records Center will utilize a commercial vendor to confidentially destroy the records by shredding. Once the records have been physically destroyed, Records Center staff will deliver a copy of the signed Form RC-100 to the agency. The agency should retain this record of destruction pursuant to S1-400: Records Storage Lists.

If you have any questions regarding this general letter, please direct them to [recordsctr@cslib.org](mailto:recordsctr@cslib.org) or call Jeff Collins at (860) 757-6513.