

Connecticut State Library Resources

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

- **Records Destruction**

Form RC-108: <http://www.cslib.org/publicrecords/opraforms.htm#forms>

- **Records Retention Schedules**

General Schedules: <http://www.cslib.org/publicrecords/retstate.htm>

Specific Schedules: <http://www.cslib.org/publicrecords/retstate.htm#AgencySched2>

- **Guidelines and Standards**

E-mail Standards: <http://www.cslib.org/publicrecords/GL2009-2Email.pdf>

Imaging Standards: www.cslib.org/publicrecords/GL2001-1.pdf

Microfilming Standards: www.cslib.org/publicrecords/GL96-2.pdf

Off-site Storage: <http://www.cslib.org/publicrecords/GL2008-3PubRecStorFac.pdf>

Public Records Laws: www.cslib.org/publicrecords/2010PubReLawsrev.pdf

Records Management Terms: www.cslib.org/publicrecords/RMTerms2009.pdf

- **State Records Center**

Form RC-100 and Form RC-200: <http://www.cslib.org/publicrecords/records.htm>

Transfer and Storage: <http://www.cslib.org/publicrecords/GL2010-1RecCntrTrans.pdf>

- **Training**

Online Training Opportunities: <http://www.cslib.org/publicrecords/opraevents.htm>

CONNECTICUT STATE ARCHIVES

- General Information: www.cslib.org/archives/

- Transferring Records to Archives: <http://www.cslib.org/archives/GL2009-1.pdf>

- Memorandum of Transfer: www.cslib.org/archives/Memorandum_of_Transfer.pdf

CONNECTICUT STATE LIBRARY

- Library Services to State Agencies: <http://www.cslib.org/StateAgenciesServices.pdf>

- State Documents Depository Program: <http://www.cslib.org/ctdepbrochure.pdf>