

Managing Your Records Before Leaving Your Current Position

Prior to your departure, you must review the records in your custody, receive authorization to dispose of records that have met the retention requirements, arrange for transfer of records with historical value to the State Archives, and ensure that remaining records are transferred to the appropriate staff member within the agency.

Please be aware that pursuant to CGS §1-240(a) and §53-153, it is either a class A misdemeanor or felony to destroy, mutilate or otherwise dispose of any public record without first receiving authorization from our office.

Since you can't take the records with you, you've got to prepare them for transition to someone else. Follow these **seven simple steps**:

1. Make a list of all records in your custody and where they are located. Remember to consider records that are in your office or another storage area. This could be a simple handwritten list or a detailed Excel spreadsheet. **Don't forget your e-mail and electronic records.**
2. Once you've created the list, identify any non-record items. Some examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. **You can immediately dispose of those items that are non-records.**
3. Now that you've disposed of non-records, it's time to deal with the records. Records schedules are available at www.cslib.org/publicrecords/retstate.htm. **Contact your Records Management Liaison Officer (RMLO)** for assistance in this process. If you are unsure of who your RMLO is, contact our office at (860) 757-6540.
4. If you have publications produced by your agency, forward them to the Connecticut State Library for the State Document Depository Program (CGS §11-9d).
5. Obtain permission to destroy records that have met the minimum retention period by submitting a *Records Disposition Authorization* (Form RC-108), available at www.cslib.org/publicrecords/opraforms.htm, to your RMLO. Once your RMLO receives the approved RC-108, they will arrange for destruction of the records. Shredding is strongly recommended.
6. **Transfer custody** of all remaining records to the appropriate staff member within your agency. The list you made in step 1 will prove invaluable to the new records custodian.
7. That's it! You can **relax** knowing that you have fulfilled your responsibility to the public by properly managing their records.