

RIPped and Ready to Go...But What Do I Do With All These Records??

Congratulations! You've made it to retirement. But before you go, you've got one last job to do. You've got to **manage your records**. And what a job it is! You've accumulated quite a bit of stuff during your tenure at the State. Now what do you do with all of it?

Sorry Pack Rats, removal of public records is against the law (CGS §53-153). (Besides, do you really want to keep that TPS report from 1989?)

And 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 (office/cubicle/work space). This could be a simple handwritten list or a detailed Excel spreadsheet. **Don't forget your e-mail and the electronic records on your home drive!**
2. Once you've created the list, determine what is a record and what isn't. **You can dispose of those items that are non-records**. An example of a non-record is a published journal that you received as a member of a professional organization. That brochure from the training session you attended in 1985 isn't a public record either. So what are you waiting for? Get rid of it!
3. If you come across a state publication, forward it to the Connecticut State Library (CGS §11-9d).
4. Okay, now that you've disposed of non-records, it's time to deal with the records. **Contact your Records Management Liaison Officer (RMLO)** for procedures to identify which records are the official record copy and how to obtain approval for destruction. (Don't know who your RMLO is? - Give us a call at 860-757-6540.)
5. So, you've identified the records you can destroy. Great! Now you have to ask for permission to destroy them. Fill-out a *Records Disposal Authorization* (Form RC-108), available at <http://www.cslib.org/publicrecords/opraforms.htm>, and forward it to your RMLO. WAIT - Don't destroy the records yet! Your RMLO and the Office of the Public Records Administrator have to review and approve the disposal request. Once you receive the signed RC-108, you can destroy the records. Consult with your RMLO to arrange destruction. Finally!
6. Alright, you've cleaned out a lot of records, but you've still got some left over. How did that happen? Don't worry about it. Now you can **transfer custody** to the appropriate authority, who could be your successor, someone else in your work unit, your boss, or maybe even someone in a completely different department. The list you made way back at step 1 will prove invaluable to the new records custodian. More importantly, you will have fulfilled your responsibility to the public by properly managing their records!
7. That's it! **Enjoy your retirement — You've earned it!**