



## Retiring 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 significant 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?

Did you know that removal of public records is against the law, as is destruction without prior authorization (CGS §1-240, §53-153) (*Besides, do you really want to keep that TPS report from 1989?*)

Since you can't take the records with you, you've got to prepare them for transition to someone else—and just a heads up, this can take a couple months, so get started now!

***At any step in this process, if you are unsure of what to do or if what you have is a record, check with your agency RMLO\* (Records Management Liaison Officer) or contact the Office of the Public Records Administrator (contact information and links to referenced documents on page 2).***

Follow these **seven simple steps**:

- 1.** Make a **high-level list** of the records in your custody (office/cubicle/storage) and the electronic records on your personal storage (i.e. OneDrive) — just a basic, big picture inventory. Don't forget your e-mail! This could be a simple handwritten list, Excel spreadsheet, or you can use our Form RC-104 inventory list.
- 2.** Identify and **dispose of non-records**. Examples of non-records are extra (duplicate) copies of documents, published reference materials, and blank forms. Those catalogs and professional journals piled up on your shelf and those glossy brochures from the conference you attended in 1985? All non-records! So what are you waiting for? Get rid of them!
- 3.** If you come across **official state agency publications**, forward these to your RMLO to submit to the State Library. These include annual reports, newsletters, studies, and other similar items.
- 4.** Okay, now it's time to deal with the records. Use the Retention Schedules to identify records that have met their **minimum retention requirements**, contacting your RMLO for any assistance. The RMLO will also help with any records identified as historical for transfer to the State Archives.
- 5.** Now you've identified the records that can be destroyed — great! WAIT - Don't destroy the records yet! Next you'll **request permission** to destroy them: fill out a *Records Disposal Authorization* (Form RC-108) and forward it to your RMLO. Your RMLO must review the request and then submit it to the State Library for approval. Once your RMLO receives the approved RC-108 back, they'll arrange for destruction of the records. 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. You simply **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 most important responsibility to the public by properly managing their records!
- 7.** That's it! **Enjoy your retirement — You've earned it!**



## Retiring State Employee Records Management Resources

\*Call us at **(860 757-6540)** or email [CSL.Retention@ct.gov](mailto:CSL.Retention@ct.gov) if you need contact information for your agency **Records Management Liaison Officer (RMLO)**

1. **RC-104 Inventory List** (not required, but can get you started)  
<https://ctstatelibrary.org/wp-content/uploads/2015/04/Form-RC-104.docx>
2. **Public Records Policy 05: Disposition of Public Records**  
<https://ctstatelibrary.org/wp-content/uploads/2015/05/PRP05.pdf>
3. **Information about State Agency Publications**  
<https://ctstatelibrary.org/access-services/state-agencies/documents-responsibilities>
4. **Records Retention Schedules**  
State General Retention Schedules  
<https://ctstatelibrary.org/publicrecords/general-schedules-state>  
Agency Specific Retention Schedules  
<https://ctstatelibrary.org/agency-specific-records-retention-schedules/>
5. **For Form RC-108 and other State Records Resources**  
<https://ctstatelibrary.org/publicrecords/state>

## Contact Information

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*For general inquiries and records retention questions.*

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*For questions related to transfer of records to the State Archives.*

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*For questions related to transfer of records to the State Records Center.*