

RECORDS DISPOSITION AUTHORIZATION

Connecticut Towns, Municipalities, and Boards of Education

Form RC-075 (Revised 01/2010)



STATE OF CONNECTICUT

Connecticut State Library

Office of the Public Records Administrator

231 Capitol Avenue, Hartford, CT 06106

www.cslib.org/publicrecords

INSTRUCTIONS:

1. Use this form to obtain approval for disposition (destruction or transfer) of public records pursuant to CGS §7-109.
2. If this form is used for educational records, please ensure that the Superintendent of Schools reviews and signs the form.
3. If necessary, use additional forms. Each form must be signed. Please fill-out the form completely and legibly and submit to the above-listed address **at least 20 days prior** to the proposed date of disposition.
4. **Volume of Records:** Letter-size drawer = 1.54 cubic ft. / Legal-size drawer = 2.0 cubic ft. / Record carton (standard banker's box) = 1.0 cubic ft
5. After receiving approval, the original signed form must be retained in the Office of the Town Clerk. The originator of this form (custodian of the record) may keep a duplicate copy. Records that cannot be destroyed have been so noted.

LOCAL GOVERNMENT ENTITY: Town of Norfolk	DATE:
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CUSTODIAN OF RECORDS: Town Clerk	PHONE: 860-542-5679
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ADDRESS (form will be returned to this address):
P. O. Box 552, Norfolk, CT 06058-0552

I hereby certify that the records listed below have met the retention requirements established by the Office of the Public Records Administrator in the form of approved records retention schedules. **No records listed, in our opinion, pertain to any pending case, claim, or action.**

GOVERNMENT AUTHORIZATION	CUSTODIAN OF RECORD (type or print): Town Clerk- Linda S. Perkins	SIGNATURE (Custodian of Record):	DATE:
	HEAD OF MUNICIPALITY (type or print): Matthew T. Riiska	SIGNATURE (Head of Municipality):	DATE:

EDUCATION AUTHORIZATION	SUPERINTENDENT OF SCHOOLS (type or print):	SIGNATURE (Superintendent of Schools):	DATE:
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SCHEDULE & SERIES # <i>(e.g., M1-080)</i>	RECORDS SERIES TITLE	INCLUSIVE DATES OF RECORDS		VOLUME OF RECORDS <i>(indicate cubic ft.)</i>	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1. M5-070	Dog license fees monthly report to Treasurer		5//31/2019		
2. M5-080	Dog register (list of owners)		5/31/2019		
3. M3-185	Fees submitted to Treasurer		3/1/2017		
4. M5-110	Fish and game license stubs		5/31/2019		
5. M5-125	Historic Documents Preservation Acct. Monthly		3/1/2017		
6. M5-150	Legal notices - Public Hearings		5/31/2019		
7. M5-160	Liquor Permits		5/31/2019		
8. M5-170	Municipal conveyance tax statements -OP252		5/31/2019		
9. M5-185	SOTS notice re appointment	5/31/2019	5/31/2020		
10. M5-195	Notice to adjoining municipalities of apps or request		5/31/2018		
11. M5-315	Daybook		5/31/2015		
12. M5-420	Vital records written request Births		5/31/2018		
13. M5-425	Vital record - deaths		5/31/2019		
14. M5-430	Marriages		5/31/2019		

PUBLIC RECORDS AUTHORIZATION	APPROVED (Public Records Administrator):	DATE:
	APPROVED (State Archivist):	DATE:

PUBLIC RECORDS NOTES: