

## Information & Records Management Services

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| 1. Records management services.   | <b>2011-2012:</b><br>\$0.17 per cu. ft./year | <b>Proposed 2012-13:</b><br>\$0.17 per.cu. ft./year |
| 2. Review agencies' records management programs and provide training in records programs.   |  |   |
| 3. Records management consultants will be available through Master Service Agreements (MSA). MSA provides for evaluation of records management programs by pre-qualified contractors. State agencies, cities, counties, special districts, and public education institutions may use this contract. |  |   |

*For additional information, contact the Office of State Publishing at (916) 322-1727.*

### Records Center Services (TT CODE 6451)

Operate records centers for the economical storage of records which must be retained, but which need not be kept in high cost office areas.

Provide vault facilities for the permanent storage of the state's vital or essential records in case of a disaster (microfilm copies only).

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| <b>1. Storage of Records in Records Centers</b><br>The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center.  | <b>2011-2012:</b><br>\$4.29 per cu. ft. per year  | <b>Proposed 2012-13:</b><br>\$4.29 per cu. ft. per year  |
| <b>2. Surcharge for Long-Term Records</b><br>In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives. | <b>2011-2012:</b><br>\$0.89 per cu. ft. per year  | <b>Proposed 2012-13:</b><br>\$0.89 per cu. ft. per year  |
| <b>3. Offsite Storage of Essential Records</b><br>This annual service charge covers delivery, storage, and retrieval of essential records, which are maintained in a controlled environment.   | <b>2011-2012:</b><br>\$23.38 per cu. ft. per year | <b>Proposed 2012-13:</b><br>\$23.38 per cu. ft. per year |

### Destruction Center Services (TT CODE 6453)

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| <b>1. Destruction of Confidential Records</b><br>This service charge covers the cost of shredding confidential paper documents by state personnel. | <b>2011-2012:</b><br>\$0.17 per pound | <b>Proposed 2012-13:</b><br>\$0.17 per pound |
| <b>2. Destruction of Confidential Plastics</b><br>Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials.   | <b>2011-2012:</b><br>\$0.33 per pound | <b>Proposed 2012-13:</b><br>\$0.33 per pound |

*For additional information, contact the Office of State Publishing at (916) 375-6760.*