



MEMORANDUM

Date: September 4, 2002

To: All Records Management Coordinators

From: Department of General Services
California Records and Information Management (CalRIM)

Subject: PARTIAL CLOSURE OF THE DOCUMENT DESTRUCTION CENTER,
TEMPORARY CLOSURE OF THE STATE RECORDS CENTER FOR NEW
RECORDS (CLARIFICATION)

This memo is in regard to our memorandum from Clothilde V. Hewlett, subject as above, dated August 29, 2002. We would like to clarify the effective date shown in our original memo. "Also effective September 20, 2002, the SRC will not accept new records transfers."

We will continue to accept records identified on previously approved transfer lists until September 20, 2002 at 2:30 p.m. All transfer lists not "SRC approved" by the date of this memorandum (September 4, 2002) will be returned to the appropriate agency's Records Management Coordinator. "SRC approved" means that your office has been contacted by the SRC informing you that you may transfer your records.

The following company is hereby added to the list of alternative records storage locations:

CMAS Supplier (0028-6420)
Capitol Records Management
4660 Pell Drive
Sacramento, CA 95838
(916) 929-4702

You are by no means restricted to the confidential destruction suppliers cited in the original memorandum. Just because a company was not listed does not mean they cannot be used. For records storage facilities, approval by CalRIM is necessary. If you would like to use a records facility not cited, please request our review and approval.

If you have any questions, please contact me at (916) 375-4398.

A handwritten signature in cursive script that reads "Melodie Cato".

Melodie Cato, Manager
California Records and Information Management (CalRIM)

MC:mc