

STATE RECORDS CENTER REOPENING PROCESSING PROCEDURES,
GUIDELINES, AND INFORMATION FOR STORING RECORDS IN THE
STATE RECORDS CENTER

The following guidelines, instructions, and information are to be used by client state agencies to ensure the proper, expeditious and smooth processing of their records for storage in the reopening of the State Records Center (SRC):

- SRC business hours are 6:00 am to 3:00 pm, Monday through Friday and located at 3240 Industrial Boulevard, West Sacramento, California 95691. Shipments will be accepted between 7:00 am to 2:30 pm. Business telephone is (916) 375-6760. Fax number is (916) 375-6769. Web site is at: www.pd.dgs.ca.gov/recsctr
- For questions regarding the **“accessions”** of state records, please contact the SRC Records Transfer List (RTL) Administrator (JoAnn Simonetta) at 375-6760 who has been appointed specifically to administer this important function.
- Contact Ramona Gutierrez at 375-4405 for information on the availability of records management training. This comprehensive one-day course provides a basic development of the Records Retention program, which includes records inventory, records retention schedules, maintenance of the program, destruction of confidential and non-confidential records, plus the use of the State Records Center and Secretary of State Archives.
- The eligibility criteria for storage with the State Records Center include **“inactive and semi-active records”** only. These records must be stored at the SRC for more than one year.
- To obtain information regarding the procurement of records storage boxes, please contact your Business Service Officer.
- All submitted STD Form 71, Records Transfer List, must include the **“schedule number”** and Department of General Services **“approval number”** from the STD Form 73, covering the specific period. Records must be covered by an approved records retention schedule not more than five (5) years old. If over the five-year period, the SRC will accept waivers approved by the Senior Records Management Consultant, Jack Fort (916) 375-4404.
- Record shipments must be palletized with a copy of the STD Form 71, Records Transfer List, attached to each pallet. All Boxes must be marked with the STD Form 71's **“transfer list number”** and **“box number”** facing out with the correct box count showing.
- Only pre-approved Records Transfer Lists (records shipments) will be accepted.
- Please note, client state agencies that use UPS or USPS are reminded that the West Sacramento 3240 Industrial Blvd. address is to be used for **“accessions”** and **“confidential destruction”** only, while the 1501 Cebrian address is to be used specifically for **“re-files”**.
- In addition to the SRC Transfer List Administrator, requests for assistance can be directed to, **Roman Zeltvay**, Manager, State Records & Document Destruction Center at 375-7427, **Clarence Dehoney**, Supervisor, SRC Industrial Operations, 375-6765, **Vernon Foster**, Supervisor, DDC Operations, 375-6764 and **Pat Sheehan**, Supervisor, SRC Cebrian Operations at 375-6766.
- We invite comments and suggestions from all our SRC customers that will improve the processing, storage and servicing of your government records.