



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES
Executive Office

March 2, 2004

All Agency Secretaries
All Board and Commission Heads
All Department Directors

Effective March 3, 2004, the Department of General Services (DGS), State Records Center (SRC) will re-open for new records transfers. We have reduced backlogs and have redirected positions to bring back this valuable service. The SRC appreciates your patience and cooperation during our closure and we look forward to serving you once again. To avoid a possible removal fee, state agencies who have stored records with a commercial vendor while the SRC was closed may continue doing so.

In general, analysis has shown that the overall cost to state agencies is lower when using the SRC than when using commercial vendors. There is no additional charge for services such as Requests for Records. Moreover, services such as record tracking and providing agency staff listings of records ready for disposal; analysis of planned record use and retention of records before storing records; and enabling historical records review and transfer to the Secretary of State, are not provided by commercial vendors.

Thank you for your patience and your continued business during this difficult budgetary period. If you have questions, please contact Melodie Cato, Manager, California Records and Information Management (CalRIM), at (916) 375-4398.

Sincerely,

Ron Joseph, Interim Director
Department of General Services

RJ:mc

cc: Janice King, Acting Assistant Deputy Director, Procurement Division, Department of General Services
Earl Santee, Operations Manager, Procurement Division, Department of General Services
Melodie Cato, Manager, CalRIM, Procurement Division, Department of General Services