

SAM—RECORDS MANAGEMENT

RECORDS STORAGE

1680

(Revised 12/00)

State Records Center (SRC) Services. SRC can provide yearly savings to agencies that deposit inactive records as an extension of their files. Refer to the Records Retention Handbook for further guidance and information. Send inactive records as listed on the approved records retention schedule to SRC.

The **SHIPPING** address for sending records to the SRC is:

The **MAILING** address for correspondence, requests, refiles, etc. is:

3240 Industrial Boulevard
West Sacramento, CA 95691

1501 Cebrian Street
West Sacramento, CA 95691

Departmental Record Storage Facilities. Agencies may not establish and/or create new places to store their records unless written approval by CalRIM is first obtained.