

**RECORDS MANAGEMENT INFORMATION, POINT OF CONTACT & ADDRESS**

**1695**

(Revised 06/06)

Available Records Management Guidance and Assistance. CalRIM has written helpful records management program guidelines, factsheets, and/or handbooks to assist agencies to administer their program. Copies may be obtained from the agency's Records Management Analyst and/or Manager or from CalRIM. They include rules, procedures, and sample forms. They are:

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| 1. Records Retention Handbook   | 7. Vital Records Protection and Disaster Recovery             |
| 2. Records Retention Schedule Guidelines  | 8. Electronic Records Management Handbook                     |
| 3. Filing Equipment Handbook  | 9. The State of California Records Retention Schedule Program |
| 4. Perpetual Retention Type Records   | 10. Guidelines for Good Records Management Filekeeping        |
| 5. Guidelines for Conducting a “Preliminary File Purge” of Paper Records  | 11. Guidelines for Filing System Improvement and Development  |
| 6. Guidelines to prepare STD. 73, Records Retention Schedule and STD. 72, Records Retention Schedule Approval Request | 12. The California Records Management Program                 |
|   | 13. Records Management Reference Binder                       |

The following are contacts for additional assistance in the areas of Records and Integrated Document Management information or literature.

Jack Fort	Senior Records Management Consultant	(916) 322-1727
Ramona Gutierrez	Records Management Consultant	(916) 322-1728
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You may also contact CalRIM through email at [CalRIM@dgs.ca.gov](mailto:CalRIM@dgs.ca.gov), or visit the CalRIM Website at: <http://www.osp.dgs.ca.gov/calrim/default.htm>. Or write directly to:

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California Records and Information Management  
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