

RECORDS STORAGE AND SERVICES

1618

(Revised 12/13)

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.

The **SHIPPING** address for sending records to the SRC is:
3240 Industrial Boulevard
West Sacramento, CA 95691

The **MAILING** address for correspondence, requests, re-files, etc. is:
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.