

VAULT STORAGE OF VITAL (ESSENTIAL) RECORDS

1621

(Revised 12/13)

The State Records Center will store microfilm, CD's, or other electronic media for state agencies in a climate controlled vital records protection vault. If any agency needs to store microfilm records longer than 10 years, silver halide film must be used. Records to be kept fewer than 10 years may be on diazo, vesicular, or dry silver film. Do not store silver film with any other type of film. After microfilm has been stored in the vault for over two years, agencies should inspect it annually. Other media should be inspected and migrated as necessary. Contact the State Records Center for procedures on how to transfer, store, inspect, or retrieve records from the vault. Vault storage does not include viewing equipment. Deliveries to/from the vault are handled by the SRC. All vital records must be listed on a current and approved records retention schedule.