

RECORDS MANAGEMENT INFORMATION, POINT OF CONTACT & ADDRESS
 (Revised 12/13)

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 Coordinator or from CalRIM.

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| 1. Records Retention Handbook | 4. Vital Records Protection and Disaster Recovery |
| 2. Records Retention Schedule
Detailed Instructions | 5. Electronic Records Management Handbook |
| 3. Perpetual Retention Type Records | 6. Guidelines for Conducting a “Preliminary File Purge”
of Paper Records |

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

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You may also visit the CalRIM Website: <http://www.dgs.ca.gov/osp/Programs/CalRIM.aspx>

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