



# MEMORANDUM

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**Date:** August 29, 2002

**To:** All Agency Secretaries  
All Board and Commission Heads  
All Department Directors

**From:** Department of General Services  
Executive Office

**Subject:** PARTIAL CLOSURE OF THE DOCUMENT DESTRUCTION CENTER,  
TEMPORARY CLOSURE OF THE STATE RECORDS CENTER FOR NEW  
RECORDS

Effective September 6, 2002, the Document Destruction Center (DDC) will provide confidential destruction only for records presently held in the State Record Center (SRC) that have been approved for destruction. Confidential destruction material will not be accepted directly from the agencies. Also, effective September 20, 2002, the SRC will not accept new records transfers. This part of the change of service is temporary in nature. The SRC will continue to service the records it now holds for agencies. Records not received by 2:30 p.m. on September 20, 2002, will be rejected.

Unfortunately, the hiring freeze has created an inability to maintain the required level of service in these two programs. The changes in service will release SRC staff to work on the resulting backlog; and thereby provide sufficient time to fill normal requests for records. The SRC/DDC is a labor-intensive production operation. Without adequate staffing, closure is the only viable solution for eliminating the existing backlog.

Until further notice, for critical needs such as requests by the State Fire Marshall to remove records from your site, we suggest you use private industry records centers (Three companies in the Sacramento area are presented in the attachment). Also shown on the attachment is a list of confidential destruction suppliers. Please remember that a state employee is required to witness the destruction of confidential material.

Thank you for your patience. If you have any questions, please contact Melodie Cato, Manager, California Records and Information Management (CalRIM), at (916) 375-4398.

Clothilde V. Hewlett, Interim Director  
Department of General Services

Attachment  
cc: Records Management coordinators/supervisors  
CVH: MC: kbr

## PRIVATE INDUSTRY RECORDS CENTERS (SACRAMENTO)

Following are three record storage companies featuring full service:

Iron Mountain  
8150 Signal Court, Sacramento, CA.  
(916) 381-0600

Bekins/Pacific Storage Co.  
151 Opportunity Street, Sacramento  
(916) 313-5612

Multiplex Information Services, Inc.  
1045 West National Drive, Suite 8, Sacramento, CA. 95834  
(916) 928-0307

## CONFIDENTIAL DOCUMENT DESTRUCTION SERVICES

Following are some confidential destruction companies in California. Please remember that a state witness is required for confidential destruction.

American Mobile Shredding Sacramento, CA 95838 Gary Noland 916-564-2323 American Mobile also has a facility in Fresno	Bonzi Recycling Modesto, CA. 95358 Chris Maschal 209-343-8507
Fibre Trade, Inc. Burlingame, CA 94010 Rich Talvola 650-697-7828 ext. 13	J. P. Paper Shredders Monrovia, CA. 91016 Donna Leiby 626-357-1775
Safe Shred Commerce, CA. 90040 Tami Maynard 323-721-4300	Direct Shred Lompoc, CA. 93436 Ronnie Johnson 805-735-4100
Notti Recycling Walnut Creek, CA 94598 Chris Notti 925-944-5893	Instashred Security Services Inc. Hayward, CA 94544 Colleen Bohannon 800-967-4733