

SAM—RECORDS MANAGEMENT

ROLE OF THE DEPT. OF GENERAL SERVICES – STATE RECORDS CENTER (SRC)

(Revised 6/2015)

1609

The State Records Storage Act contained in Government Code Sections [14740-14746](#) requires the Department of General Services (DGS) to administer a state records storage program.

The DGS - State Records Center shall:

1. Store, process, and service scheduled records for state agencies pending their deposit with the State Archives or their disposition in any other manner ([Government Code section 14746 \(e\)](#)).

Note: Records transferred to the SRC must have a current and approved schedule in place. Records housed at the SRC may not be housed longer than 50 years without appropriate justification.

2. Provide agency staff access to their own warehoused records. Access to another agency' records without written approval is not permitted.

Note: Agencies may not establish and/or create new storage facilities outside of the SRC for their records without prior written approval from CalRIM.