

## **SAM—RECORDS MANAGEMENT**

### **VAULT STORAGE OF VITAL (ESSENTIAL) RECORDS**

**1620**

(Renumbered 6/2015)

The SRC 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 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 halide film with any other type of film.

Microfilm stored in the vault for over two years should be inspected annually. Other media should be inspected and migrated as necessary.

Contact the SRC 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.