

SAM—RECORDS MANAGEMENT

ARCHIVES, RECORDS MANAGEMENT, AND STATE RECORDS CENTER INFORMATION, POINTS OF CONTACT, AND ADDRESSES

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(Revised and Renumbered 6/2015)

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.

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

**Secretary of State
Archives Division
1020 O Street
Sacramento, CA 95814**

CalRIM Website: <http://www.sos.ca.gov/archives/calrim/>
E-Mail: CalRIM@sos.ca.gov
Phone: 916-653-7715

SRAP Website: <http://www.sos.ca.gov/archives/programs/state-records-appraisal/>
E-Mail: SRAP@sos.ca.gov
Phone: 916-653-7715

State Records and Document Destruction Center Department of General Services (DGS)

Shipping: 3240 Industrial Blvd.
West Sacramento, CA 95691

Regular Mail: 1501 Cebrian Street
West Sacramento, CA 95691

Phone: 916-375-6760
E-Mail: 916-375-6769