

SAM – RECORDS MANAGEMENT

RECORDS MANAGEMENT INFORMATION, POINT OF CONTACT & ADDRESS (Revised 12/2013)

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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	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.

Ramona Gutierrez, CalRIM	ramona.gutierrez@dgs.ca.gov	(916) 322-1728
Javier C. Sanchez, CalRIM	javier.sanchez@dgs.ca.gov	(916) 322-1729
Jenny Chakonova, CalRIM	jenny.chakonova@dgs.ca.gov	(916) 324-1830
Roman Zeltvay, SRC	roman.zeltvay@dgs.ca.gov	(916) 375-7427

You may also visit the CalRIM Website:

<http://www.dgs.ca.gov/osp/Programs/CalRIM.aspx>

**Department of General Services
California Records and Information Management
344 North 7th Street
Sacramento, California 95814**