Records Management Procedure for Inactive Records

Records Storage

1. To initiate a Request for Transfer of Records, the University Department sends a request for information to Records Management Services by phone or email (x8/6312 or recmgt@csus.edu).

2. Records Management Services staff will assign a transfer list number on the STD 71 form before sending it to the University Department.

3. The Records Management Services staff will send the University Department an instruction sheet along with a Records Transfer List Form (STD 71) via email.

4. The University department returns the completed STD 71 form to the Records Management Services Office at mail stop 6038.

5. The Records Management Services staff check for proper completion of the STD 71 form and if it is not completed properly will return it to the department.

6. The University Records Management Coordinator (URMC) signs the STD 71 and sends a memorandum to the State Records Center Manager requesting approval to transfer the records. After forwarding the original documents to the State Records Center, the URMC sends a copy of the STD 71 form to the University Department; keeping an additional copy for the Records Management pending file.
7. The URMC waits approximately one to two weeks for a response from the State Records Center. The State Records Center gives the URMC authorization to transfer the records to their facility via phone or email.

8. After authorization is granted by the State Records Center, the URMC prepares a campus work order for records to be picked-up from the campus department and transported to the State Records Center in West Sacramento for storage.

   a. The Facilities work order form should indicate the number of boxes, the transfer list number, building, room number, department contact person and extension. The form should indicate that records are to be transported to the State Records Center in West Sacramento. A timeframe should be indicated when the SRC is ready to receive the boxes to be transported (the SRC will provide the timeframe). The boxes should not be delivered prior to the dates indicated.

   b. The department is notified via email once the work order has been sent and given an approximate date for pick-up of their records.

   c. The Facilities Services Customer Service Center, upon receiving the work order, dispatches a designated employee to pick-up the records at the identified location and then transports the records to the State Records Center in West Sacramento. This process can take anywhere from two weeks to one month.
9. The State Records Center will match its records to the transfer list form and accompanying transfer list number that is located in the first box of the box series.

10. The State Records Center (SRC) stamps an “SRC” storage number next to each file listed on the form.

11. A copy of the transfer list form (with the SRC numbers), is mailed back to the URMC. This process can take anywhere from two to four weeks.

12. Upon receipt, the URMC mails a copy of the Transfer List form (with the SRC storage numbers), to the University Department for their records. The SRC number is important in identifying files to be returned to the University Department.

13. The transfer list form with the SRC number replaces the original form. The form(s) without the SRC number can be discarded.

**Records Destruction**

A destruction date and quarter are identified on the Records Transfer form (STD 71). As the destruction date approaches, the State Records Center sends three original copies of a generated computer printout of the University records that are approaching the identified destruction date for that particular quarter.
1. Upon receipt of notification from the State Records Center, the URMC will pull the corresponding transfer list form from the files and copy and send to the University Department along with a form memo to confirm the department’s consent to destroy records as scheduled, return records to the department for review, or extend storage of the records.

2. Responses from the department must be signed by an authorized HEERA designated manager and returned to the URMC.

3. The URMC notes appropriate responses on all three copies of the State Records Center’s computer generated print outs, and sends two original copies to the State Records Center, and keeps the third original copy for the Records Management file along with the original signed copies from the HEERA designated managers.

Microfiche Destruction

1. The University Department calls to indicate they have microfiche ready for destruction. Admissions and Records was formerly the main department that utilized the State Records Center for microfiche destruction.

2. A memorandum is mailed to the University Department to be filled out and returned to the URMC.

3. Once the memorandum is returned, the URMC fills out a Facilities Services work order, requesting pick-up of
microfiche from the campus location (building and room number must be specified on the work order form). The records are then transported to the State Records Center for destruction.

4. A department is notified via email or phone call to inform them that the request to Facilities Services has been processed.

Returning Records to the Campus

1. The University Department initiates the retrieval process by informing the Records Management Services office of its need for records to be retrieved from the State Records Center either by phone call (x8/6312 or email recmgnt@csus.edu).

2. The Records Management Services staff will fill out a State Records Center “Reference Request Form” (Standard Form 76) and send to the State Records Center.

3. The reference form is returned to the URMC for signature, checked for proper completion, and mailed to the State Records Center.

4. Upon receipt of the Reference Request Form, the SRC will pull the file(s) or box(s) and provide Golden State overnight delivery service. The department is not charged for this service. All boxes are delivered to the University Receiving Office. The boxes are then delivered to the department/unit during a mail run.
5. In a situation where the University Department is being subpoenaed for information, the completed Reference Request form can be hand delivered by an employee designated by the University Department for “rush” pick-up. The State Records Center offers same day service for subpoenaed information. The State Records Center is open from 6:00 a.m. to 2:30 p.m. Monday through Friday. It is best to pick-up records identified as “rush” by 2:00 p.m.

*Note: Records having an SRC number of 399,999 and below, should be picked-up at 1501 Cebrian Street Warehouse. Records having an SRC number of 400,000 and above should be picked-up at 3240 Industrial Blvd warehouse.*

6. If a department does not wish to wait for return of records by Golden State ground shipping delivery (two day shipping), they may have a designated employee drop-off the reference request form at either 1501 Cebrian Street or 3240 Industrial Blvd., depending on the location number as described above. The employee can wait for the box(s). It will take approximately five (5) minutes depending on the number of boxes being pulled. You should arrive no later than 2:00 p.m. for walk-in requests as the SRC’s closing time is 2:30 p.m.

7. Once the University Department is ready to return the records to the State Records Center, they need to notify Records Management Services and a work order will be generated indicating (the Records Transfer List number) and that the records are being returned for storage at the State Records Center.