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GENERAL LETTER 2008-3

DATE: October 20, 2008

TO: Administrative Heads of State Agencies and Records Management Liaison Officers

FROM: Eunice G. DiBella, CRM
Public Records Administrator 

SUBJECT: Off-site Public Records Storage Facilities

This General Letter applies to state agencies that store public records at off-site storage facilities. This letter replaces *General Letter #3: Off-site Commercial Storage Facilities* (revised 07/1999).

OFF-SITE PUBLIC RECORDS STORAGE FACILITIES

State agencies may store public records at off-site storage facilities provided that the facility has been approved by the Office of the Public Records Administrator. The *Required Minimum Standards for Public Records Storage Facilities* is available at <http://www.cslib.org/publicrecords/storage.htm>.

Off-site storage facilities include agency-operated facilities, the State Records Center, and commercial vendors. Refer to the current DAS Procurement Services contract #01PSX0128 for records storage services offered by commercial vendors. At this time, Iron Mountain Records Management, Inc. is the only vendor on contract.

Records stored at off-site facilities must be on an approved records retention schedule. In addition, agencies cannot destroy records that are off-site until they have received an approved *Records Disposal Authorization* (Form RC-108). Finally, when using a commercial vendor, it is the agency's responsibility to consistently monitor the records to determine when they are eligible for destruction.

If you have any questions, please contact me at (860) 757-6540.