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GENERAL LETTER 2008-2

DATE: June 25, 2008

TO: Administrative Heads of State Agencies, Records Management Liaison Officers, and Agency Personnel Involved in Records Management Activities

FROM: Eunice G. DiBella, CRM
Public Records Administrator 

SUBJECT: Transfer of Records to State Records Center and Approved Boxes for Records Storage

This General Letter applies to state agencies that transfer records to the State Records Center for temporary storage. In addition to the proper procedures for transferring records, this letter lists the storage boxes approved for use at the Records Center. *General Letter 2008-2* replaces *General Letter #96-1: Suitable Records Center Boxes for Storage of Records at State Archives and State Records Center/Price and Vendor Change* (revised 10/2004), and *General Letter #10: Transfer of Records to State Records Center, Preparation of the Records Storage List (Form RC-100)* (revised 03/2004).

TRANSFER OF RECORDS TO STATE RECORDS CENTER

The State Records Center provides off-site storage for semi-active and inactive records of state agencies. Services include storage, interfiling, records retrieval and re-file, and records destruction. There is no cost, at this time, for state agencies to utilize any of the services of the State Records Center. The facility is located at 198 West Street, in Rocky Hill.

State agencies must first complete the *Records Center Storage List* (Form RC-100) (rev. 06/2008) and submit it to the Records Center at least two weeks prior to the date the agency wishes to transfer boxes to the facility. Records Center staff will then schedule a date for transfer of the records. Shipments cannot be delivered without advance submission of the *Records Center Storage List* (Form RC-100). The agency is responsible for physically transporting the records to the Records Center and unloading the boxes. Agencies may request access to records stored at the Records Center by submitting the *Records Center Reference Request* (Form RC-200) (rev. 06/2008). Once records have met the minimum retention period, Records Center staff will contact the agency to request authorization for destruction.

A. Completing the Records Center Storage List (Form RC-100)

The *Records Center Storage List* (Form RC-100) is available online at www.cslib.org/publicrecords/opraforms.htm. Save a copy of the form, complete it, and send it as an e-mail attachment to recordsctr@cslib.org. The 12 page form allows for 180 boxes per shipment. It is a form-protected Microsoft Word document, and as such, the layout and design of

the document should not be modified. Records packed together must be part of the same record series, and the series must correspond to an approved records retention schedule. Records Center staff will only accept records that are on an approved records retention schedule. Please contact the Office of the Public Records Administrator to schedule records.

Instructions by Field:

1. All gray-shaded areas are for Records Center staff use only; please leave blank.
2. **Accession Number:** Leave blank. This is a unique number assigned by the Records Center staff to each shipment.
3. **Agency:** Full name of agency. Include division or unit and mailing address.
4. **RMLO:** Records Management Liaison Officer (RMLO) *or* person preparing the shipment.
5. **Phone:** Contact telephone number of RMLO *or* person preparing the shipment.
6. **Date Records Transferred:** Leave blank. Records Center staff will provide this information to the agency once a shipment has been approved for transfer and a date has been scheduled.
7. **Destruction Review Year:** Refer to the appropriate records retention schedule. All records on each page should have the same destruction year.
8. **Certificate of Destruction:** Leave blank. This section is used for approval of destruction after records have met the minimum retention.
9. **Record Series / Descriptive Title:** As shown on the appropriate records retention schedule, e.g. "Minutes of Meetings."
10. **Retention Schedule Number and Item Number:** As shown on the records retention schedule, e.g. "S1-160."
11. **Description of Contents:** Provide a brief description of the contents as needed.
12. **Range (alphabetical or numerical):** Provide range for contents of box, e.g. "Jones, Theresa – Smith, Marcus" or "Contract Numbers: 123456 – 987654."
13. **Dates of Records:** List the inclusive dates of the records from earliest to latest, e.g. "01/2007 – 12/2007" or "2007 – 2008."
14. **Box Number:** List box number in sequential fashion as designated by the agency.
15. **Location Number:** Leave blank. The Records Center staff will assign a unique location number to correspond with the physical location of the box in the warehouse.
16. **Do not Destroy:** Leave blank. This section is used for exceptions to destruction of records after they have met the minimum retention.

B. Approved Boxes

1. The Records Center only accepts records in a standard 1.0 cubic foot box. These boxes have been tested for durability and adhere to the following specifications:
 - a. Construction: multilayered corrugated cardboard / double-walled
 - b. Inside Dimensions: 12"(w) X 15"(d) X 10"(h)
 - c. Stacking Weight: at least 800 pounds
 - d. Size: letter or legal-size (stored lengthwise) files
 - e. Lid Closure: removable (lift-off) locking lid – lid clasps into the handle hole
 - f. Handles: reinforced hand holes, which are less likely to tear

2. The **Fellowes R-KIVE® Banker's Storage Box** is the only approved box for use at the State Records Center. Utilize any of the following:
 - a. **FEL 00724** (stacking weight: 850 / color of box: black on white)
 - b. **FEL 07241** (stacking weight: 850 / color of box: green on white)
 - c. **FEL 07242** (stacking weight: 850 / color of box: red on white)
 - d. **FEL 07243** (stacking weight: 850 / color of box: blue on white)
 - e. **FEL 12775** (stacking weight: 800 / color of box: blue on light brown)
 - f. **FEL 0083601** (stacking weight: 850 / color of box: black on white / includes three 5" dividers)

3. Examples of each of these boxes are available at the State Records Center. Contact the Department of Administrative Services (DAS) regarding state contract to purchase boxes from an approved vendor. Effective April 1, 2008 through December 31, 2011, contract #07PSX0044 allows for the purchase of office supplies from the following vendors:
 - a. Aztek Technologies, LLC
 - b. Corporate Express Office Products, Inc.
 - c. Suburban Stationers, Inc.

C. Packing the Box

1. The agency should only use the above-listed boxes. The weight limit for each box is thirty pounds. Please do not over-pack boxes. Records Center staff cannot accept over-packed or damaged boxes.
2. The agency should pack together records with the same destruction year in one or more consecutively numbered boxes. Destruction is based on the latest date of the record(s) if more than one destruction year is in the same box.
3. Place folders upright in the box. Mark each box with the agency name and division / unit, descriptive title of records, range of the materials, inclusive dates of the contents, and box number. Use black permanent ink. Place this information on the 12" (short) side of the box. **Leave a 6" by 2" space for Records Center use.** Please print legibly.

D. Delivering the Records

1. Agencies are required to deliver and unload their own shipments on the date and time scheduled by the Records Center. Deliveries of boxes must follow the numbered order as listed on the *Records Center Storage List* (Form RC-100), i.e., unloaded in order by box number.
2. The Records Center staff will assign a unique location number to each box and indicate this location on the *Records Center Storage List* (Form RC-100), which will then be returned to the agency. It is important that the agency retain this form – it is the container list for records stored at the Records Center. This information is also necessary for completing the *Records Center Reference Request* (Form RC-200).

E. Access to Records

1. The State Records Center is a secured facility. Only Records Center staff may retrieve boxes and/or files from the storage area. Authorized agency personnel may request and pick-up files at the State Records Center during normal business hours (Monday through Friday, 8:30 a.m. to 4:00 p.m.). Contact the Records Center at (860) 721-2041 or recordsctr@cslib.org. Files can also be delivered through the Department of Administrative Services' (DAS) courier system.
2. To request a file, complete the *Records Center Reference Request* (Form RC-200), available online at: <http://www.cslib.org/publicrecords/opraforms.htm>, and e-mail, fax, or phone in the request to the Records Center. Staff will typically process the request within 24 hours. If there is a priority request, please contact the Records Center by phone.
3. If the agency wishes to file a new record(s) within an existing box, the agency must request that the file be sent back to them for interfiling purposes. Staff will, however, interfile a complete file within a box, provided that there is adequate space in the box. In accordance with the guidelines established by the Attorney General's Office regarding files covered by the Personal Data Act (CGS § 4-190), "only agency employees who have specific need to review personal data records for lawful purposes of the agency will be entitled access of such records under the Personal Data Act."

F. Destroying Records

1. The Records Center staff will contact the agency when the records have met the minimum retention to request permission to destroy the records. The agency must review all records listed on the *Records Center Storage List* (Form RC-100) to ensure that no records scheduled for destruction relate to any pending case, claim, or action.
2. The agency will sign and return the *Records Center Storage List* (Form RC-100) to authorize destruction of the records.
3. The Records Center staff will then utilize a commercial vendor to destroy the records by shredding. At this time, there is no cost to the agency. Once the records have been physically destroyed, staff will deliver a signed copy of the *Records Center Storage List* (Form RC-100) to the agency.

For additional information regarding the State Records Center, please refer to the *Records Management Manual for State Agencies: Statutes, Policies, and Procedures, 3rd edition* (2008) or contact the Records Center.