

State of Florida

State Records Center Handbook



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Department of State
State Library and Archives of Florida

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Introduction

The Florida State Records Center

The State Records Center offers state and local government agencies low-cost storage, reference service, disposal of inactive paper records, and security microfilm and electronic records storage. The Center's primary function is to serve agency needs for inactive records maintenance and security. The Records Center is a state-of-the-art facility that acts as an extension of an agency's record keeping system. As needed, the custodial agency may retrieve or permanently withdraw records stored at the Center. The Bureau of Archives and Records Management, within the Florida Department of State, Division of Library and Information Services, operates the State Records Center.

Archives and Records Management Program

The Archives and Records Management program offers a variety of records management services.

Records Analysis

Records Analysis staff develops and approves retention schedules, reviews records disposal requests for records stored in the Records Center, and provides records management assistance to state and local government agencies. They also appraise state agency records to identify those having long-term historical or "archival" value (generally only two to three percent of an agency's records), transfer such records to the State Archives of Florida, and catalog and manage the State Archives' archival collections.

Paper Records Storage

The Records Center's storage warehouse for paper records has a storage capacity of over 250,000 cubic feet (equivalent to 16 football fields). Services include accessioning (bringing in new boxes), storage, reference service, monitoring of records eligible for disposal, and disposal of inactive paper records. The Records Center will accept for storage records having a permanent retention value but that have been determined **not** to have archival value. The Records Center Storage area is not environmentally controlled for temperature and humidity. The Records Center will not accept permanent records if they are in poor physical condition. Agencies storing permanent records in the Records Center will be required to inspect, with the assistance of Records Center staff, the physical condition of the records according to an established schedule to ensure the records are not deteriorating. Records whose physical condition may be deteriorating will be removed from storage by the agency.

Security Microfilm Storage

The Records Center provides secure off-site storage for microfilm and microfiche at minimal cost. Services include microfilm inspection and reference service. Security microfilm is stored in a fireproof, climate-controlled vault and is protected from degradation by storage in acid-free boxes. The vault is equipped with intrusion alarms and access is limited. Security microfilm is recommended for storage of long-term and permanent records.

Electronic Media Storage

The Records Center provides secure off-site storage for electronic media such as tapes, disks, and cartridges, at minimal cost. Electronic records are stored in a fireproof, climate-controlled vault that maintains optimum temperature and humidity levels. The vault is equipped with intrusion alarms and access is limited. The Center provides emergency after-hours access at night and on weekends for materials stored in the Electronic Media vault.

Why Use the State Records Center?

Adequate storage for inactive records (those that must be kept for legal or fiscal reasons but have little or no administrative value and are infrequently referenced) can be costly and difficult to provide. Many agencies respond by continually buying filing cabinets or leasing warehouse space. This is not a cost effective approach to records storage. The cost to maintain one cubic foot of records in an office environment is over \$85 annually. This includes the cost of the equipment, floor space, supplies and labor. The cost to store the same records at the Records Center is less than four dollars per year – a cost avoidance of over \$80 per cubic foot per year.

Renting warehouse space to store records has its own problems. While warehouse space is less expensive than office space, it does not normally offer shelving, security or the fire protection required for public records storage. In addition, while microfilm and electronic records take up less space than paper records, they require more stringent storage conditions which rental warehouse facilities rarely provide. All Records Center services, from storage of records to their retrieval and eventual disposal, are offered at minimal cost to state and local government agencies. For more information on public records storage facilities, please refer to Department of State publication [Public Records Storage Guidelines for Records Centers and Archives](#).

The Total Recall™ Web Module program serves as a remote access to the Records Center inventory database and allows users to do business with the State Records Center via the Internet. Customers can submit work orders to retrieve, refile, and permanently withdraw their records, as well as accession new records into the Records Center. Any agency personnel that will do business with the State Records Center must have a unique user ID and password to access Total Recall™. We require Records Management Liaison Officers (RMLOs) to set up new users via the Total Recall™ Web Module or provide email authorization for Records Center staff to do so. It is important for RMLOs to carefully consider access central to their agency's records inventory and set up users accordingly. For more information on how to use Total Recall™, the Total Recall™ Training Guide is available in the Help Menu when you log in to the system.

Security at the Records Center

The Florida Records Storage Center is a secure repository, equipped with security doors and fire detection and control devices. Additional security procedures and policies in place at the Records Center include:

- All Records Center employees must undergo a background check as a condition of employment.
- All Records Center visitors must sign in, must be escorted by Records Center staff, must read and sign the Center's Visitor Policy, and must wear a visitor badge.
- Records Center personnel escort customers retrieving electronic records from or delivering electronic records to the Electronic Media vault.
- Customers or other visitors are not allowed in the Security Microfilm vault, except when being escorted.
- Customers viewing their paper records on-site at the Records Center are escorted to a reference room to view their records.
- Records are kept securely inside a vehicle during pickup from or delivery to the customer's location. Customers must sign for records being delivered and obtain a receipt for records being picked up.

Location and Contact Information

Location and Shipping Address:

Florida State Records Center
4319 Shelfer Road
Tallahassee, Florida 32305

Mailing Address:

Florida State Records Center
Mail Station 9A
Tallahassee, Florida 32399-0250

Telephone: 850.245.6750

After-Hours Emergency Telephone: 850.509.0276

Records Storage Fax Number: 850.245.6795

Website: <http://dlis.dos.state.fl.us/RecordsManagers>

Regular Hours of Operation: 8 a.m. until 5 p.m., Monday through Friday, except for [state holidays](#).

The State Records Center provides emergency, after-hours access at night and on weekends.

For information on fees, contact the Records Center to obtain a current fee schedule.

Using the Records Center

Records Center services are available to state and local government agencies in Florida. However, agencies located outside of the Tallahassee area are required to ship records to the agency's headquarters office. To use the Center, agencies must appoint a [Records Management Liaison Officer](#) and records must be covered by a [records retention schedule](#).

Records Management Liaison Officers

[Chapter 257.36](#), *Florida Statutes*, requires that each agency designate a Records Management Liaison Officer (RMLO) to be responsible for the agency's records management program. The RMLO or other designated staff members will communicate with the Records Center to ensure the optimum use of the Records Center's facilities and services. If you do not know who serves as your agency's RMLO, contact the Records Center to request that information.

Records Retention Schedules

The Records Center will not accept records for storage that are not covered by an approved records [retention schedule](#). A records retention schedule describes a record series and establishes a **MINIMUM** period of time for which the records must be retained before final disposition. Every record series must have an approved retention schedule in place before records can be stored in the Records Center. Retention and disposition requirements stated in records retention schedules are based upon the administrative, legal, fiscal, and historical values of the record series.

For More Information

For more information on these and other records management procedures, please refer to the [Basics of Records Management](#) handbook available on our website or call the Records Management office at the number listed in the *Introduction* to this handbook.

Services for Paper Records

Paper records are generally considered ready for transfer to the Records Center if they:

- Are referenced less than once a month per cubic foot.
- Are controlled by a Department of State-approved records retention schedule.
- Have not met their retention or there is justification for extending their retention.
- Consist of at least one cubic foot of material.
- Are properly identified and documented for transfer and reference.

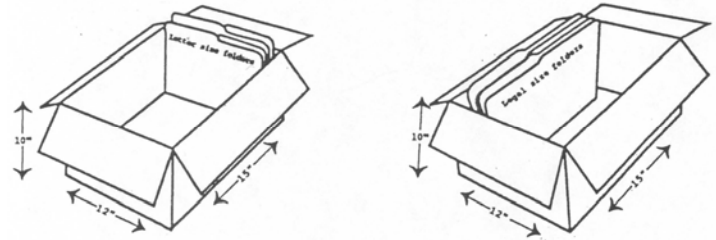
Physical Transfer

Before transferring paper records, agency personnel must be set up to use the Records Center's online automated system, the Total Recall™ Web Module. Training is provided for use of the Total Recall™ system. Contact your agency RMLO or the Records Center for more information.

In order for records to be stored and retrieved efficiently, the following guidelines for the transfer of records must be followed. Failure to comply with these guidelines will result in the delay of records being transferred to the Center.

Storage Cartons

- Storage cartons must have the following dimensions: 10 inches high by 12 inches wide by 15 inches long. These cartons will hold up to one cubic foot of letter or legal size records.
- Storage cartons must have four-flap tops, not separate lids.
- Storage cartons may be ordered from the Records Center in bundles of 25 flat boxes, referred to as one flat.



Preparing Cartons for Records

- Open the flattened box so that it forms a cube.
 - For the bottom, tuck short flaps in.
 - Fold long flaps over, completely covering the short flaps.
 - Tape along the seam where the two long flaps come together. Extend tape over each end approximately 1½ inches. Use 2"-3" wide clear plastic heavy-duty commercial packing tape.

Packing

- Pack only one record series per box.

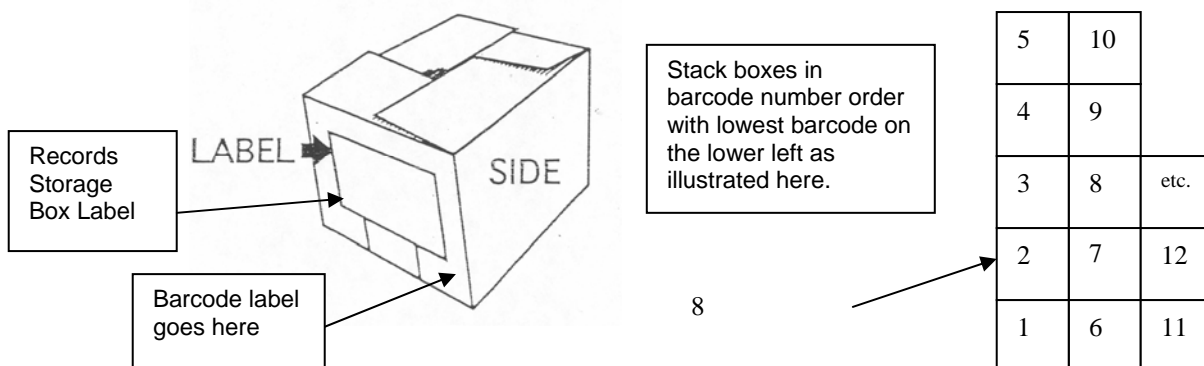
- Keep files in their original folders. Do not put loose paper in the box. All papers must be in folders.
- Keep filing order intact. If there is no logical order that can be used for retrieving files, the records must be put in order before packing boxes. Records Center staff must be able to quickly and easily locate a file within a box.
- Pack folders upright with letter size folders facing the 12-inch side or legal size folders facing the 15-inch side (see illustrations above).
- Do not over-pack or force files into a box. It should be easy to slide a hand into the box to retrieve a file.
- If it is possible that information will be added to a file, leave room for growth in the box. Once a file is too large to be put back in the original space, it will be permanently withdrawn and returned to your agency. If this happens, the file will have to be placed in a new box and re-accessioned.

When Packing is Complete

- Tuck the top box flaps alternately over each other. Do not tape shut.
- Fill out a records storage box label (shown below). These forms are available on our website under [Publications & Forms](#). There is a two-per-page label which fits the boxes available from the Records Center, and a three-per-page label that is smaller and fits boxes that have cutout handles on each end.

AGENCY NAME & ADDRESS [Redacted] Florida [Redacted]		CUSTOMER BOX NUMBER (if applicable) [Redacted]	
RETENTION SCHEDULE NUMBER: [Redacted]	ITEM NUMBER: [Redacted]	FROM DATE: [Redacted] / [Redacted] / [Redacted] <small>mm dd yyyy</small>	
RECORD SERIES TITLE: [Redacted]		TO DATE: [Redacted] / [Redacted] / [Redacted] <small>mm dd yyyy</small>	
DESCRIPTION OF RECORDS (When describing records, avoid vague terms such as "Miscellaneous." If describing a person's files, include the person's title. For example, rather than saying "Bob Smith's Files," use "Director of Marketing Bob Smith's Promotion Planning Files" instead. Make a note of the range of records in the box for future reference.): [Redacted]			
STATE OF FLORIDA DEPARTMENT OF STATE Division of Library and Information Services Form LSE200 R 09-2004		Records Storage Box Label	

- Type the name and address of the agency, customer box number, retention schedule number, item number, records series title, from date, to date, and description of records.
- Place the records storage box label on the front (12-inch side) of the box. Completely seal all four sides of the label with packing tape.
- Place a customer barcode label in the lower right-hand corner of the box, not on top of the records storage box label. Barcode labels must be ordered from the Records Center using the Total Recall™ Web Module or obtained from your agency RMLO.



Submitting Your Accession Work Order to the Records Center

- Box information must be entered online via the [Total Recall™ Web Module](#). The information entered into Total Recall™ should closely match what is put on the records storage box label.
- Separate the boxes by work order or group (if they were entered into Total Recall™ as separate orders) and then stack the boxes for each work order in barcode number order (from lowest to highest) for pickup.

Box Pickup

- When the agency's order is received via Total Recall™, it will be checked to ensure the following:
 - The **retention schedule number, item number, and record series title** have been entered, and the records series title matches the schedule and item number.
 - The **from date and to date** have been entered.
 - The records have NOT met retention or there is a reason for keeping them longer, such as pending litigation or audit.
- If any of these criteria are not met, the Accession Coordinator will contact the agency to correct any problems, if possible.
- Once all criteria are met, pickup will be scheduled within two weeks.
- When Records Center staff arrives to pick up the boxes, they will check the boxes against the accession work order to ensure all boxes are accounted for and properly labeled. The agency will receive a copy of the accession work order, which will serve as a receipt for the agency. **It is important to maintain this receipt containing the box barcode numbers and description of the records in case the records need to be referenced at a later date.**

Reference Service

The Records Center provides free pickup and delivery service for paper records within the Tallahassee area.

If an agency needs to reference their paper records stored in the Records Center, they must submit a reference request work order using the Total Recall™ Web Module.

Agencies may request a whole box or an individual file from a box, whichever is more convenient. Reference requests are limited to 12 boxes or files per day per customer. This limit is established to allow the Records Center to serve all its customers in a timely manner. Requests received by 3 p.m. will be delivered by noon on the next business day. Agencies with critical deadlines or requiring higher retrieval limits should contact the Records Center directly.

Agency Pickup and On-Site Reference

Agencies may choose to pick up their records or view the records on-site at the Records Center, particularly if they need them before Records Center staff can deliver them.

Follow the same procedure for submitting a reference request work order, but add a note in the comments box stating the agency's intent to pick up or view the records on-site. Once the order is received and the records are pulled, the Records Center will contact the agency to let them know that the records are ready. Upon arriving at the Records Center, customers should come to the side (covered patio) door and press the buzzer for assistance. All visitors will be asked to show identification, sign in and state their business. Records Center staff will then escort them to their records.

For urgent or emergency reference requests, the customer must contact Records Center staff at the phone number or email listed under *Location and Contact Information* in the *Introduction* section of this Handbook.

Refile Service

To return records to the Records Center, customers must submit a refile work order using the Total Recall™ Web Module. Once the work order is received, the records will be scheduled for pickup. When the records are picked up, the customer will receive a signed copy of the work order for their records indicating that the records were returned to the Records Center.

Permanent Withdrawal

An agency may have a need to permanently withdraw records from the Records Center because the records are needed for an extended period of time. If so, the agency must submit a remove/permanent withdrawal work order indicating the records to be removed. The records will be delivered just as they are for a reference request. Items that are permanently withdrawn may not be returned for refile in the Records Center and will be removed from the agency's storage bill. Agencies wishing to store permanently withdrawn records in the Records Center at a later date must remove all old box and barcode labels and properly relabel all boxes. The boxes must be submitted via Total Recall™ as a new accession.

Final Disposition

According to an established schedule, Records Center staff will print Disposition Request Document packets and provide them to the agency RMLO. The RMLO is responsible for obtaining approval or disapproval for disposal along with appropriate documentation in accordance with agency-specific procedures. The RMLO should return the disposition notices as soon as possible, but no later than 90 days after receipt.

If the agency determines that the records must be retained past their expiration date, the agency should make a note on the transmittal work order attached to the disposition notice, indicating the reason for retaining the records (for instance: pending litigation, audit or administrative value) and a date when the records should again be reviewed for disposition.

Upon receipt of the signed disposition notice (indicating approval of the disposal), the Records Center will dispose of the records as waste paper under its recycling plan. The

records will be transported in a locked trailer to the recycling facility, where they will be shredded, compacted and baled.

All records stored at the State Records Center will have an analyst and archival review during the preparation of disposal notices. If the Archivist appraises state agency records listed on a disposition notice as having historical or "archival" value, the records will be transferred to the State Archives of Florida for permanent preservation and research following sign-off by the agency and the Records Management Program.

After disposition of the records, the Records Center will sign the disposition notice indicating that the records have been disposed of and a copy of the notice will be sent to the agency RMLO. The disposition notice is a permanent record and should be maintained by the RMLO or other designated agency personnel.

After-Hours Access

The State Records Center provides emergency, after-hours access at night and on weekends. Agencies may contact the Center in an after-hours emergency at the phone number listed under *Location and Contact Information* in the *Introduction* section of this handbook.

Services for Microfilm Records

Microfilm records are generally considered ready for transfer if they:

- Are referenced less than once a month.
- Are controlled by an approved records retention schedule.
- Meet the microfilm standards established by Chapter 1B-26.0021 of the *Florida Administrative Code*.

Note: Only silver negative original and silver duplicate films are accepted in the Security Microfilm vault.

Physical Transfer

Storage Cartons

Place microfilm in a closed container constructed of inert (chemically stable) materials. Plastic (non-PVC) or acid-free boxes are recommended.

Once inspected and accessioned at the Records Center, individual rolls of microfilm and microfiche will be placed in acid-free storage containers.

Packing

Microfilm rolls should be wound on cores or rolls of a non-corroding material such as those made of plastic compounds or non-ferrous metal.

Use acid-free paper strips to secure the film to the rolls. Do not use non-acid-free paper or rubber bands.

Divide microfiche into increments of 35 pieces and place in acid-free fiche envelopes.

For a list of acid-free box and envelope suppliers, contact the Records Center.

Labeling

Each individual roll transferred to the Records Center must be labeled on the box top with the roll number, type of records, and agency name.

Pickup/Shipping

Tallahassee area agencies may contact the Records Center to have their film picked up for storage in the Center. Agencies outside the Tallahassee area, and others wishing to ship their records to the Center, are responsible for making all physical and financial arrangements for transfer of microfilm records to the Records Center. The Center recommends that agencies use a registered carrier.

Documenting the Transfer

In order to transfer microfilm records to the Records Center, agencies must complete the following steps:

1. Notify the Records Center of intent to transfer microfilm records. The RMLO or designated staff member may write, call, or fax the Records Center to indicate the proposed date of transfer and the volume of records to be transferred.
2. Submit [Form LS5E201R1-2009, Transmittal and Receipt for Records Storage](#), also referred to as a 201. A sample 201 form is shown on the next page and a blank copy can be found on our website under [Publications & Forms](#).
3. Tallahassee area agencies should send an original and one copy of the transmittal form to the Records Center 48 hours prior to pickup or delivery of the records. When forms are faxed, copies will be made at the Records Center.
4. One copy of the form is signed at the Center and returned to the agency after the records are processed. This copy acts as a receipt and gives the accession work order and barcode numbers for future reference. The RMLO, or other designated agency personnel responsible for records management and transfer of records, should maintain this receipt.

STATE OF FLORIDA DEPARTMENT OF STATE Division of Library and Information Services Form LS5E201R1-2003		TRANSMITTAL AND RECEIPT FOR RECORDS STORAGE		PAGE 1 of 1 PAGES	
SEND ORIGINAL AND TWO COPIES TO:			ITEMS 1 - 3 TO BE COMPLETED BY RECORDS CENTER		
Department of State Records Management Mail Station 9A Tallahassee, Florida 32399-0250 Or by Fax: (850) 245-6796			1. Work Order No.	2. Date Received	
			3. Received By (Signature)		
			4. FROM (Name and Address of Transmitting Agency) City of Weston Office of the City Clerk/City Hall Weston, FL 30303		
			5. AGENCY CONTACT Mary Smith, RMLO	6. LOCATION City Hall, Room 110	7. TELEPHONE NO. 754-332-4567
8. APPROVING OFFICIAL (Signature)		9. TITLE City Clerk	10. DATE 2-5-2005		
11. RESTRICTIONS ON USE OF RECORDS Security Microfilm					
12. CUBIC FEET (Number of Boxes) TRANSFERRED 20 Rolls					
13. LIST OF BOXES TRANSFERRED					
13a. Bar Code Number	13b. Description of Records MUST INCLUDE: Record Series Title From Retention Schedule and Inclusive Dates				13c. Retention Schedule, And Item No.
█	Rolls 1-4 ORDINANCES #2004-01 – 2004-99 16MM 10/01/2003 through 9/30/2004				GSI-L, Item 228
█	Rolls 1-10 MINUTES: OFFICIAL MEETINGS 16MM 01/01/2003 through 07/31/2003				GSI-L, Item 32
█	Rolls 1-6 RESOLUTIONS 35MM 10/01/2003 through 9/30/2004				GSI-L, Item 297
█					█
█					█
█					█
█					█
█					█
█					█
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The transfer forms serve to:

- Record the transfer of microfilm records to the Records Center.
- Provide an inventory sufficiently detailed to aid the Records Center in providing reference service to the transmitting agency.

Reference Service

An agency employee, usually the RMLO, should make reference requests for microfilm records. If an employee other than the RMLO is authorized to make reference requests, the agency should provide the name and telephone number of the employee to the Records Center.

Reference requests may be made by fax, mail or telephone. For fax or mail requests, the requestor should submit [Form LS5E203R1-7/2003, Request for Reference Service](#) to the Center. This form provides space for up to 12 microfilm records. Microfilm from different accession work orders may be included on the same form. A sample form is shown below. The blank form is located on our website under [Publications & Forms](#).

STATE OF FLORIDA DEPARTMENT OF STATE Division of Library and Information Services Form LS5E203R1-7/2003		FLORIDA STATE RECORDS CENTER REQUEST FOR REFERENCE SERVICE	
SEND ORIGINAL AND TWO COPIES TO: Department of State Records Management Mail Station 9A Tallahassee, FL 32399-0250 Or by Fax: (850) 245-6796 ATTENTION: Records Management Services		FOR RECORDS CENTER USE ONLY	
		THE RECORD ITEMS LISTED BELOW WERE READY FOR PICKUP/DELIVERY ON	DATE REQUEST RECEIVED
		DATE	
		SRC STAFF INITIALS	
1. TYPE OF SERVICE REQUESTED (Check One Only)			
XX a. Check Out (Retrieval) <input type="checkbox"/> b. Copy of Records <input type="checkbox"/> c. Information from Records <input type="checkbox"/> d. Permanent Withdrawal			
2. BOXES AND/OR FILES REQUESTED			
a. LINE NUMBER	b. DESCRIPTION OF BOX OR FILE REQUESTED	c. BAR CODE NUMBER ("C" number or Acc. + SRC Number for boxes, or "F" number for files)	
1.	Roll 3 Resolutions 01/01/2004 - 01/31/2004	Work Order # 0006734, Barcode # FLM000002356	
2.	Roll 10 Minutes 04/01/2003 - 4/30/2003	Work Order # 000530 Barcode # FLM000000941	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
3. REMARKS			
4. NAME OF AUTHORIZED REQUESTER Robert W. Saunders		5. TEL. NO. 850-488-0297	9. RECEIPT FOR RECORDS LOANED OR WITHDRAWN I have received the record items listed above.
6. LOCATION Sumter Bldg. Rm 201		7. DATE 8/31/2005	
8. AGENCY (Name and Address) City of Tallahassee 430 Adams St Tallahassee, FL 32303		Agency Representative Signature	

For telephone requests, Records Center personnel will complete the request form. The requestor must provide the accession work order number, their agency microfilm roll numbers, and the barcode numbers for the items being requested.

The Request for Reference Service form:

- o Provides essential information needed to locate the desired microfilm records.
- o May be used to obtain:
 - A temporary loan of microfilm records.
 - Information from microfilm records.
 - Permanent withdrawal of microfilm records.

After the request is received and the microfilm records located, the microfilm will be delivered or shipped to the agency. If agency personnel will pickup the microfilm, they must provide proper identification as agency representatives.

Agencies outside the Tallahassee area, and others wishing to have microfilm records shipped to them, are responsible for making all financial arrangements for transfer of microfilm records to their agency.

Return Service

If an agency is to return microfilm records to the Center, they must use [Form LS5E206R1-7/2003, Request for Return of Reference Service Work \(Re-File Service\)](#), available on our website under [Publications & Forms](#). A sample form is shown below. This form should be completed and mailed or faxed to the Records Center in order for the records to be picked up by the Records Center. Otherwise, the records and the completed form should be mailed to the Records Center.

STATE OF FLORIDA DEPARTMENT OF STATE Division of Library and Information Services Form LS5E206R1-7/2003		FLORIDA STATE RECORDS CENTER REQUEST FOR RETURN OF REFERENCE SERVICE WORK (RE-FILE SERVICE)	
1. BOXES/FILES TO BE RETURNED (RE-FILED)			
a. Line Number	b. DESCRIPTION OF BOX OR FILE TO BE RETURNED (RE- FILED)	c. Barcode Number (“C” number or Acc + SRC Number for boxes, or “F” number for files)	
1.	Roll 3 Resolutions	Work Order # 0006734, Barcode # FLM000002356	
2.	Roll 10 Minutes	Work Order # 0000530 Barcode # FLM000000941	
3.	██████	██████	
4.	██████	██████	
5.	██████	██████	
6.	██████	██████	
7.	██████	██████	
8.	██████	██████	
9.	██████	██████	
10.	██████	██████	
11.	██████	██████	
12.	██████	██████	
2. Remarks ██████			
3. Name of Requester Robert W. Saunders		4. Telephone No. 850-488-0297	8. Receipt for Returned Records (SRC Staff) I have received the above listed records.
5. Location Sumter Bldg. Rm 201		6. Date 09/15/2005	8. (a) Signature
7. Agency City of Tallahassee 430 Adams St Tallahassee, FL 32303			8. (b) Date

After-Hours Access

The State Records Center provides emergency, after-hours access at night and on weekends. Agencies may contact the Center in an after-hours emergency at the phone number listed under *Location and Contact Information* in the *Introduction* section of this handbook.

Services for Electronic Records

Due to the unique requirements and varying needs of agencies, transfer procedures will be handled on a case-by-case basis. The agency should notify the Records Center of intent to transfer electronic records prior to the transfer. Some general recommendations for storage of electronic records are given below:

- Tapes and disks used to store information should be of high quality. Records might require conversion to a medium or format suitable for long-term access and readability. For example, information of long-term value should not be stored on a floppy disk, due to the fragile nature of this medium.
- Electronic documentation files for the records being transferred, such as data dictionaries, format statements, and codebooks, should be copied in electronic form and included with the transfers.

In the Electronic Media vault, the Records Center provides the proper environmental storage conditions for electronic records; however, it does not have the equipment necessary to ensure the retention of data on magnetic tapes. Therefore, it is the responsibility of the transmitting agency to manage the cycles of updating, reuse, and servicing of magnetic tapes sent to the Records Center for off-site storage.

Space in the Electronic Media vault is rented by the shelf. Each shelf holds up to six cubic feet of records.

Physical Transfer

The many types of electronic media make it difficult to establish standard packing procedures. Follow the guidelines listed below and contact the Records Center with any questions or for further assistance on the physical transfer of electronic records.

Storage Cartons

Tape cartridges should be packed in Turtle Cases or similar hard shell containers, if possible. Other media may be placed in cubic foot boxes for easy transport and storage. Contact the Records Center for additional information on storage cartons.

Packing

Stack tapes and disks vertically (side by side), not horizontally (one on top of the other).

Do not over-pack. Leave space between the sides of the box and the material.

Labeling

Agencies should ensure that all authorized users can identify and retrieve information stored on electronic media.

Contact the Records Center for information on labeling.

Drop Off and Pickup

Tallahassee area agencies must drop off and pick up their electronic records at the Center. Agency personnel must provide proper identification, sign in, and be escorted to the Electronic Media vault to deliver or pick up their records.

Agencies outside the Tallahassee area, and others wishing to ship their records to the Center, are responsible for making all physical and financial arrangements for transfer of electronic records to the Records Center. The Center recommends that agencies use a registered carrier.

After-Hours Access

The State Records Center provides emergency, after-hours access at night and on weekends. Agencies may contact the Center in an after-hours emergency at the phone number listed under *Location and Contact Information* in the *Introduction* section of this handbook.