



New York State Archives

# Using the State Records Center

New York State Archives



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## The State Records Center (SRC)

- Operated by the N Y State Archives
- Provides efficient, inexpensive storage for State Agencies' inactive records
- Locations-
  - Building 21 in the State Office Campus
    - Main warehouse and Administrative offices
  - Riverview Center in Menands
  - Building 18 in the State Office Campus
- Operating hours
  - Monday through Friday , 8AM – 4PM



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## SRC Services

- Storage
- Retrieval
- Pick up and Delivery \*
- Protection and Preservation
- Destruction



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## Some of the Changes

- We used to
  - Re-file and interfile files and folders
  - Leave box tops unsecured
  - Bill by the month
- But now
  - Agencies do their own
    - Why?
  - Tape all box tops
    - Why?
  - Bill by the day
    - Why?
    - How?



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## Due to staff reduction, we no longer

1. Pick-up / Deliver
    1. Boxes – returns or new
    2. Tapes
  2. Sort for destruction
    1. No boxes for re-use available
  3. Make pulls/returns available quickly
    1. You'll see why during the tour
- HOWEVER ...



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## Your Records

- Custody remains with your agency
  - Exceptions
- Access to records is limited to
  - Your Records Management Officer (RMO)
  - Your RMO liaisons
  - And authorized staff
- Emergency Access



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## Access Restrictions

- Subpoena
- Certification of authenticity
- Written request for access
- Any legal process relating to your records

As per the Regulations of the  
Commissioner of Education



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## Transfer Lists

- Filling out the REC-1 and REC-1a forms
- Be sure to list
  - Access restrictions
  - Retention Disposition Authorizations (RDA)
- Transfer to Archives



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## REC-1

- Always part of T/L
- RMO signature
- RDA #
- Retention time
- T/AR box



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# REC-1a

The image shows a thumbnail of a REC-1a form, titled 'STATE ARCHIVES RECORDS CENTER TRANSFER LIST'. It includes fields for 'DATE OF TRANSFER', 'FROM', and 'TO'. Below these are several columns for tracking records, with a barcode at the bottom.

- Not always with T/L
- Use as page 2 and onward in T/Listing
- Doesn't require RMO signature



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# Transferring Records

- When can records be transferred?
- Barcode Labels
- How to get records to SRC



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# Storage fees

- \$2.90 per box/per year
- How are you billed?
- When are you billed?
- Exceptions/Changes



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## Preparing Paper Records Checklist

- Weed out duplicates and blank pages
- Review filing sequence for accuracy
- Remove all non-recyclable materials
- Remove all hanging file folders
- Keep boxes under 35 pounds
- Leave adequate space



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## Boxes

- Standard cubic foot boxes
- Only other boxes accepted
  - Map or Blueprint boxes
- Why only these?
- Where can you get these boxes?
  - NYSID
  - Other vendors, however



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## Labels

- SRC provided
- What a label tells us
- Where to stick it [on the box]
  
- Don't
  - Tape over label
  - Write on barcode area
  - Add additional info
  - Place under box top



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# REC-2

REC-2 (01/13) RECORDS CENTER REFERENCE REQUEST TO RECORDS CENTER AGENCY		RECORDS CENTER USE	
AGENCY CONTACTOR NUMBER	ITEM	PROCESSED BY	NOTED COMMENTS
TRANSFER LIST NUMBER	Form Address <a href="http://www.archives.gov/records-services/rc_forms.html">http://www.archives.gov/records-services/rc_forms.html</a>	REMARKS	
		<input type="checkbox"/> CHARGED OUT ON	
AGENCY	SERIAL CODE		
NAME OF BIRTH	ONE ADDRESS, TELEPHONE NUMBER OR SPECIFY OTHER		
	<input type="checkbox"/> Check if will pick up		74 STATE RECORDS CENTER BLDG 11 STATE OFFICE BUILDING CAMDEN ALBANY, NY 12244
NEW YORK STATE EDUCATION DEPARTMENT STATE ARCHIVES & RECORDS ADMINISTRATION			

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## Retrieval and Returns

- Retrieving records
  - Charge out
  - Withdrawal
- Returning records
  - Simple returns to SRC
  - Large volume returns to agency
- Changes
  - No pulling files or filing within box by SRC
  - No interfiling done by SRC
  - Filing or review files at SRC by appointment
  - Electronic requests only!

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## Emergency or Rush Request

- REC-2
- FOIL
- Pick-up or deliver
- Large volume requests

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# Short Term Loan Agreement



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# Disposition and Destruction

- Notices sent 2 months in advance
- Determination of disposition, 3 options
- Postponement of destruction, min. 3 mo.
- Types of records for destruction
  - Paper = YES
  - Microfilm =no, but
  - Electronic media = no, however

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# Waste Paper Contract

- Vendor: Confidata / Empire Waste
  - Materials they will destroy
  - Material they won't destroy
    - Specific list available
  - Things to check before records destroyed
    - Retention dates
  - Small loads and large loads covered
  - Copy of contract available

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## Microfilm, Microfiche and Reel Film Specifics

- Silver masters vs. Diazo copies
- Preparing for storage
- Transfer list details
- Storage charge
- "Vinegar syndrome"



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## Computer tapes

- Suggested length of storage
- Preparing tapes for storage
- Withdrawing from storage



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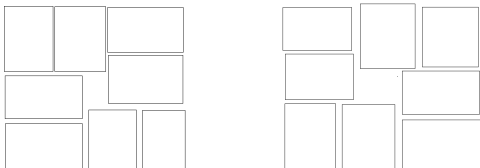
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## Cross Stacking or Block Stacking

- How to stack a pallet
- Why do it this way?
- Past methods & how they fail



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### Previous Stacking Methods



- **WRONG**
- Records get crushed
- Not stable, tips easily
- Weight not evenly distributed



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## Contacts

- SRC
  - Maggi Gonsalves
    - 518-457-4801 / Margaret.Gonsalves@nysed.gov
    - Scheduling deliveries of records
    - Form clarification
    - Problems, label requests, etc.
  - Tony Matrizzo
    - 518-457-6253 / Anthony.Matrizzo@nysed.gov
    - Billing questions
  - Records Center email address
    - Records@nysed.gov
- SSAS (Scheduling and State Agency Services)
  - Jennifer O'Neill
    - 518-473-2112 / Jennifer.Onell@nysed.gov
  - Sarah Durling
    - 518-473-6803 / Sarah.Durling@nysed.gov
    - RDA creation or changes



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## In closing ...

- Any questions?
- Feel free to ask now
- Or send an email
  - [Records@nysed.gov](mailto:Records@nysed.gov)
- Thank you for coming today!



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