

## VAULT STORAGE FOR VITAL RECORDS

2162

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It is State policy that records on microforms which have been declared to be vital (essential), as defined in SAM Section 1600, be stored and preserved in the Vital Records Protection Vault. The storage, service, and shipment of these records to the vault will be handled through the State Records Center. All records must be covered by approved Records Retention Schedules.

The procedure outlined below must be followed for vault storage.

### Transfer

Prepare a Std. 71, Records Transfer List. The RMC will help you with the process of sending vital records on microforms to the State Records Center. The Records Transfer List and vital records must be sent at the same time.

Upon receipt of the shipment a signed copy of the Records Transfer List will be sent to the records management coordinator. Periodic transfers of the records to the Vault will be done by the State Records Center.

### Retrieval

Form Std. 76, Reference Request, will be used for the withdrawal of any of the records for reference, duplication or inspection purposes.

Complete the Reference Request and transmit it to the RMC and the request will be forwarded to the SRC for retrieval of records.

Return the record, when no longer needed, to the SRC through the transfer process. Be sure the **second copy** of the Reference Request is still attached to the record.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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