



OSP State Records Center



Guardians of Your Records

We Store, Protect, and Confidentially Destroy Your Records:

Records are valuable assets for any agency, accordingly, managing and protecting these assets is very important. Handling them appropriately when they become inactive and subsequently meet their retention period is vital. The State Records Center (SRC) offers secure and convenient offsite storage solutions as well as confidential document destruction services. We work directly with the Secretary of State's Archive Division (CalRIM and SRAP) and the Document Destruction Center to facilitate a seamless transition in the record lifecycle that helps ensure records management best practices.

Secure: Our storage facilities are managed to comply with the highest document handling security requirements and our vault storage option features a temperature and humidity controlled environment with halon gas fire suppression protection.

Convenient: Need a record? SRC can pull and mail your record directly.

Need your records immediately? Scan-on-Demand services are now available for active Electronic Document Management System (EDMS) customers. SRC can scan, index and upload your records into a secure EDMS repository where it will become available for viewing anywhere with internet access. This service saves time, is simple to use, and is easy to set up. Not an EDMS customer? Call us for more information.

Services Provided

- Low cost storage of records
- Vault storage of the state's vital or essential records
- Record retrieval within 24 hours
- Scan-on-Demand services for EDMS customers
- Records management consultation
- Destruction of confidential paper and plastic media records



Contact Us!

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