



**Storage of Inactive Paper Records**  
**Archives Division, Records Management Branch**  
**State Records Center**  
**729-B Kakoi St.**  
**Honolulu, Hawaii 96819**  
**Telephone: 831-6770 Fax: 831-6777**

### **Storage Eligibility Requirements**

The Department of Accounting and General Services, Archives Division, Records Management Branch's State Records Center (SRC) provides off-site storage of inactive nonpermanent paper records.

As authorized by *Comptroller's Memorandum 1999-37*, effective July 2000, the Dept. of Education, the University of Hawaii, and non-general funded Executive branch programs will be charged for storage services.

All stored records must be:

- **Non-current nonpermanent paper records.**
- **Listed on an approved records retention and disposition schedule.** Records must be listed on the *General Records Schedules 1-11, 2002* or on an approved *Records Disposition Authorization, form SA-1*.
- **Records from an Executive Department or Legislative Agency.**
- **Records with a remaining retention requirement of two years or more.**
- **Insect-free.** The depositing agency must certify that the records are insect-free or were fumigated prior to transfer.

### **Shipment Requirements**

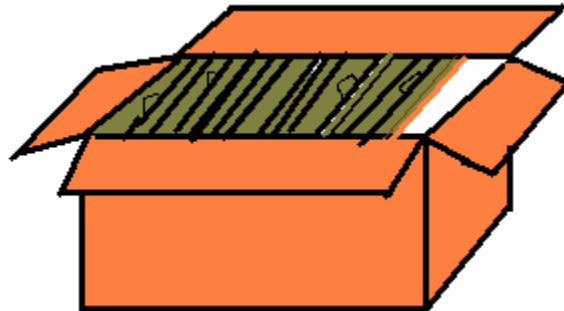
Identify all records to be stored at the SRC on *Records Transmittal and Shelf List(s) form, ARM 5*. Submit two copies of the *ARM 5* to the SRC before sending the boxed records. The SRC staff will review the transmittals and will contact the agency to schedule a records transfer date.

The depositing agency must maintain a comprehensive index to boxed contents.

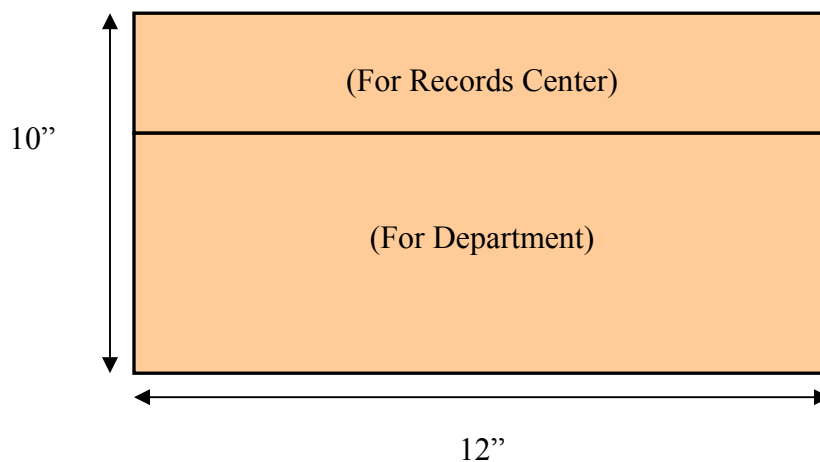
Each depositing agency must arrange for the delivery of its own records to the SRC, including paying any moving costs. The State messenger service will not deliver boxes.

## Packing Instructions

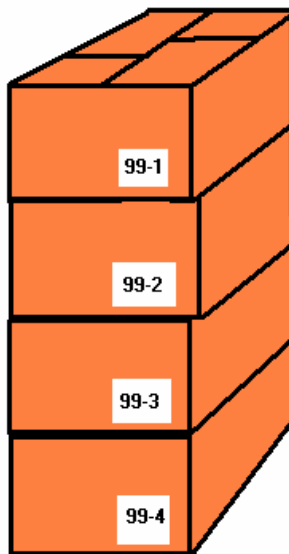
All records must be boxed in standard Records Center corrugated single-piece one (1) cubic foot containers (H 10" x W 12" x L 15"). Each agency must supply its own containers. These containers are listed on SPO Price List No. 02-44, page 6, item 8.



- Pack records in the same order as they are filed in the agency.
- All records in each box must have the same retention period.
- Leave about one inch of space in each box to facilitate referencing.
- Tape the bottom of the box and fold the box's top flaps.
- Legal size records should face the long side of the box; letter size records should face the short end of the box.
- Records should not be placed on top of other records in the box. Each box should not weigh more than 35 pounds.
- The bottom two-thirds of the short side of the outside of each box may be used to list basic box contents (e.g., "FY 97 P.O.s")



- Boxes should be delivered in numerical order and stacked "four high" or "five high."



### Storage Services and Fees

Record retrieval requests may be made by phone to the records storage section at 831-6773/831-6774 if no more than three items per day are requested. For more than three records, a written request should be submitted to Supervisor, Records Storage Section, State Records Center or faxed to the SRC at 831-6777.

Requests should list record items desired, the box numbers assigned by the agency, and the Records Center Location identifications as indicated on the agency's annotated copy of the *ARM* 5.

Each agency retains ownership of its records stored in the SRC. Records remain under the agency's control and are only released with its permission. Stored records will be destroyed only after the depositing agency authorizes the disposal.

**Storage fees** (apply to DOE, UH, non-general funded Executive branch programs):

Storage of cubic foot box	\$0.50 per month
Records retrieval	\$0.50 per request
Records re-file	\$0.50 per file
Destruction via H-Power	\$2.50 per cu. ft.
Destruction by agency	\$0.50 per cu. ft.

**SRC's Location: 729-B Kakoi St.**

