

# ABOUT THE STATE RECORDS CENTER

The State Records Center (SRC) is operated by the Bureau of Archives and Records Management within the Florida Department of State, Division of Library and Information Services.

The SRC accepts and provides storage for paper records, security microfilm and microfiche, and electronic media.

The SRC is a full-service storage facility offering state and local government agencies a secure, low-cost solution for records retention, management and disposal while providing unrestricted access to the custodial agency.

Once your records have been transferred to the SRC, your authorized agency personnel can use Total Recall, a secure web-based inventory management tool, to monitor your inventory, request individual files or boxes of records, withdraw them permanently from the SRC and order storage supplies. Total Recall Records Management System tracks the physical location and maintains essential data on records in storage at no additional cost to you.



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FLORIDA DEPARTMENT OF STATE



DIVISION OF  
LIBRARY and  
INFORMATION SERVICES

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# STATE RECORDS CENTER



Storage  
Access  
Retention

[FLRecordsCenter.com](http://FLRecordsCenter.com)

# STATE RECORDS CENTER SERVICES

## Cost Effective Records Storage

The SRC provides low-cost storage and management of paper records, security microfilm records and electronic media. Your records are stored in a secure environment that meets all industry standards for records storage, fire safety and, for electronic media and film, environmental controls.

## Records Inventory Database

Total Recall Records Management System allows you to manage access to agency records inventory data via the internet and allows agency-approved users to access SRC services.

## Convenient Records Delivery

There are no additional costs for retrievals or refills. Records from agencies within Leon County can be delivered, usually within 24 hours. Agencies outside of Leon County can request to have records delivered up to 120 miles or shipped.

## Records Destruction Documentation

The SRC creates Records Disposition Documents and notifies you when records are eligible to be reviewed for disposal. You have the option of extending the records' retention or approving their secure disposal.

## Non-SRC Disposal

Even if your records are not stored at the SRC, we will pick up and destroy records stored at the your location that have been approved for disposal by your agency.

## Disaster Preparedness

The SRC's fireproof, climate-controlled storage vaults are ideal for maintaining offsite backups of your electronic media.

# STATE RECORDS CENTER STORAGE

## Paper Records

- Standard 10x12x15 inch boxes.
- Under or oversized containers.
- Blueprints or maps stored in bags.
- Publications and marketing and promotional materials.
- Other materials not requiring environmental controls.

## Electronic Media

- Backups on tape or other media.
- Flash drives.
- Hard drives.
- Optical disks, such as CDs, DVDs or Blu-ray.

## Security Microfilm

- 16mm roll.
- 35mm roll.
- Microfiche bundles – 35 fiche per bundle.
- Microfilm cartridges.

**Cost Avoidance:  
\$94.56 per  
cubic foot**

# OTHER RECORDS MANAGEMENT SERVICES

The Bureau of Archives and Records Management offers a variety of other services to assist your agency in managing your public records. The Bureau establishes retention requirements for Florida public records based on local, state and federal law and the records' administrative, legal, fiscal and historical value. In addition, the Bureau offers:

- Advice and technical assistance to public agencies in managing public records.
- Full-day records management training seminars around the state.
- Webinar training opportunities upon request.
- Onsite agency classes and consultations upon request.
- Assistance in identifying records that have enduring historical research value that should be preserved in an archives or historical records repository.
- Training and technical assistance in managing and preserving historical records.

