

# SACRAMENTO RECORDS MANAGEMENT



**DataSafe services the Sacramento and Central Valley's records storage and information management needs through its facility in Sacramento.**

**Occupied in 2008, this is the newest member to our family of facilities spread throughout Northern California.**

## **Size**

This 48,000 sq. ft. Records Center is dedicated to secure hard copy records storage with a capacity for 370,000 storage containers.

## **Security**

A proximity-card locking system prevents unauthorized entry into the facility. The security system is monitored by a professional Security Systems provider. The Police Department is less than ten miles away with an estimated arrival time of less than 15 minutes. Non-employee access is by appointment only through one visitor entrance. Visitors must use sign in and are assigned a visitor badge for the duration of their stay. The Facility is monitored by CCTV. Active images are retained for 90 days and inactive images retained for one year.

## **Fire Safety**

One of three local Fire Stations is less than two miles away with an estimated arrival time of two to three minutes. The facility is equipped with a fire alarm system that automatically dials the Fire Station upon activation. The non-combustible shelving is all steel. Sprinklers are located on the ceiling of the facility every eight feet. All ABC (powder) fire extinguishers are serviced annually. There is no charged gas line into the facility. A professional Security Systems provider inspects the sprinkler system annually. The fire department performs periodic unscheduled safety inspections.

## **Earthquake Safety**

This facility is located in a 100 year earthquake zone. The all-steel, reinforced shelving is bolted together and to the floor. The single story, corrugated steel construction reduces the risk of damage in the event of an earthquake.

## **Flood Zone Designation**

The facility is in the lowest risk flood zone designation, an X-zone. This 500 year flood plane has less than a 0.2% chance of flooding. The storm drain is inspected and serviced quarterly.

## **Other**

- Monthly pest and rodent service schedule.
- HVAC (heating ventilation and air conditioning) is maintained on a quarterly basis with an emergency service agreement in place for repairs 24/7.
- Important computer systems are equipped with two-hour uninterruptible power supply.
- Critical systems are backed-up daily and stored off-site.
- Janitorial service by bonded professionals is performed every weeknight.

## **Hours of Operation**

8:00am to 5:30pm, staffed from 7:00am to 5:30pm.