



**AFTER-HOURS ACCESS
STATE RECORDS CENTER DISASTER RECOVER VAULT**

Effective June 10, 2016

CONTACTING RECORDS CENTER STAFF

To request EMERGENCY computer back-ups Monday through Friday, 5:00 p.m. to 7:00 a.m., and on weekends or state holidays please contact the following staff in the order listed:

Rick Petrich
Inventory Coordinator
Cellular Phone - 512-659-5875

Michael Shea
State Records Center Manager
Cellular Phone – 512-626-3534

Dee Riley
Asst. Records Center Manager
Cellular Phone – 512-426-0790

INFORMATION NEEDED FOR EMERGENCY ACCESS:

1. Your name, agency, and telephone number.
2. Confirmation that the person who will be picking up the container is on the list of staff permitted access, as verified by the RMD 113 (Disaster Recovery Service Approval Form).
3. Date the container would have been due for return to the agency on the routine rotation schedule, as verified by the RMD 109 (Disaster Recovery Transmittal).
4. Approximate time to meet the representative at the State Records Center.

DIRECTIONS TO STATE RECORDS CENTER:

The State Records Center is located at 4400 Shoal Creek Boulevard. It is on the west side of Shoal Creek between 45th Street and 38th Street. Please use the south driveway and meet the SRC employee at the back gate.

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