

**California SAR Records Archive
Restricted Access
Procedure**

California SAR Members

April 1, 2025

The California SAR provides temperature controlled secure locker storage for SAR Records

Access:

The **California SAR President** must approve via email all requests for storage access.

The **SAR President** will email the **Locker Owner** authorizing access for a stated purpose and providing the name, email, phone number, and timeframe of the **California SAR** member requesting access.

The **Locker Owner** will contact the **California SAR member** to arrange a mutually agreeable date and time to access the locker.

An access log will be maintained inside the locker showing the following:

- Date, time, and individuals attending.
- A detailed manifest of the materials added.
- A detailed manifest of the items removed.

At no time shall anyone other than the **Locker Owner** be left unsupervised while the locker is open.