SPECIFICATIONS FOR STORAGE OF NEW YORK STATE EXAMINATIONS

In order to be approved for storage of secondary-level examinations, the following specifications must be met:

**SAFES** must meet or exceed Underwriters Laboratories (UL) TRTL-30 performance standards for burglary resistance, and must have:
- steel door at least 1½" thick
- steel walls at least 1" thick
- 750 lbs. minimum weight
- built-in combination lock
- sufficient capacity to store the locked Regents boxes for the school’s typical examination request (minimum acceptable unobstructed inside dimensions for one box: 11"×20"×27”)

**WALK-IN VAULTS** must have all of the following:
- poured concrete floor
- no windows or access panels
- walls of reinforced cement block or concrete, sealed to a poured concrete floor below and structural floor or roof deck above
- metal door in a metal frame with interior or welded-pin hinges
- built-in dead-latch (deadbolt) combination or key lock that allows exiting at all times

Principals of schools that do not have Department approval to store secondary-level examination materials at their address may submit a request for inspection to the Office of State Assessment via fax (518-474-1989) on school letterhead, signed by the principal.

Submit your questions or comments to examrequest@mail.nysed.gov