

**The University of the State of New York**  
**THE STATE EDUCATION DEPARTMENT**  
**Albany, New York 12234**

**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, on school letterhead signed by the principal, via email to [examrequest@nysed.gov](mailto:examrequest@nysed.gov).