

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 examinations, the following specifications must be met:

SAFES must meet or exceed Underwriters Laboratories (UL) (RTL-30) performance standards for burglary resistance and 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" x 20" x 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 hinges  
built-in deadlatch (deadbolt) combination or key lock that allows opening 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)