

The District Records Department will be conducting site visits to departments and schools to review their records storage. Below are the areas of review:

Storage Room Condition

- Room is clean and free of trash
- Storage area is adequate for amount of records being stored
- Room is not used to house anything other than records
- Storage room is accessible
- Storage room is secured

Storage Room Safety

- Any free standing shelves are secured for stability
- Heavy items are stored at a suitable height
- Records are stored within shelves with no overhang
- Storage room has adequate lighting
- Fire detection system present

Storage Boxes

- Banker boxes are used to store records
- No signs of damage to storage boxes such as water, rodent, or broken down boxes)
- Records are not exposed to direct sunlight, fire, steam, structural collapse or theft
- Records and/or storage boxes are not in contact with the floor
- No boxes past retention time present

Recommended Actions

- Use and complete information on the district approved record label
- Use banker boxes for record storage
- Replace worn and/or damaged boxes
- Organize record storage room by shred date
- Increase storage room safety and security
- Seek more appropriate storage options
- Organize box contents and remove clips, binders, etc.
- Replace or repair unsafe shelving
- Remove and shred boxes past retention time

An audit report will be emailed to the location department head and the custodian of record following the audit. The site can request an onsite storage assistance and training.