

1



2



3

Identify the records on paper or paper-like mediums in your collection that need to be stored long-term.



Essential Records



Permanent Records

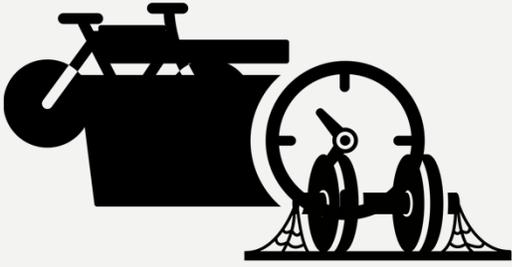


Important or Other Long-Term Records

WHAT? where? when? who? why? how?

4

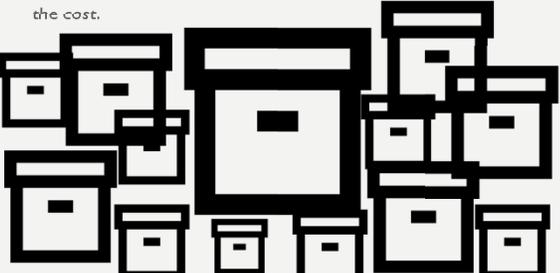
Identify what records are active and inactive.



WHAT? where? when? who? why? how?

5

Identify records in your collection that have met their retention and consider if keeping them is worth the cost.



WHAT? where? when? who? why? how?

6

WHAT? where? when? who? why? how?

- ✓ Identify the records on paper or paper-like mediums in your collection that need to be stored long-term.
- ✓ Determine what records are active and inactive.
- ✓ Identify records in your collection that have met their retention and consider if keeping them is worth the cost.

7

WHERE?
STORAGE AND PRESERVATION

8

There are minimum standards that every storage facility used for records must meet.



Access anytime on our website:
<http://bit.ly/bulletinF>

WHERE? what? when? who? why? how?

9

There are minimum standards that every storage facility used for records must meet.



Protected from environmental hazards and unauthorized access



Protected from direct exposure to sunlight



Records should not be stored in contact with the floor

what? WHERE! when? who? why? how?

10

There are minimum standards that every storage facility used for records must meet. *



Storage area must have a fire detection system *



Storage area cannot be located in a flood plain *

* Required only for structures built after April 7, 2015.

what? WHERE! when? who? why? how?

11

Optimal storage conditions that are recommended, but not required.



An active fire suppressant system



Store records in acid-free containers



Pest management program

what? WHERE! when? who? why? how?

12

Optimal storage conditions that are recommended, but not required.



Use appropriate shelving



Environmental controls for temperature and humidity

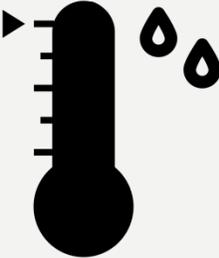


Install UV filters and limit fluorescent lights

what? **WHERE!** when? who? why? how?

13

Monitor the storage area closely for consistent temperatures and humidity levels.



what? **WHERE!** when? who? why? how?

14

Conduct regular inspections of your storage sites. Identify potential hazards and be pro-active!



what? **WHERE!** when? who? why? how?

15

Conduct regular inspections of your storage sites. Identify potential hazards and be pro-active!

WHERE? what? when? who? why? how?

16

- ✓ There are minimum standards that every storage facility used for records must meet.
- ✓ Additional optimal storage conditions are recommended, but not required.
- ✓ Monitor the storage area closely for consistent temperatures and humidity levels.
- ✓ Conduct regular inspections of your storage sites. Identify potential hazards and be pro-active!

WHERE? what? when? who? why? how?

17

WHEN?
STORAGE AND PRESERVATION

18

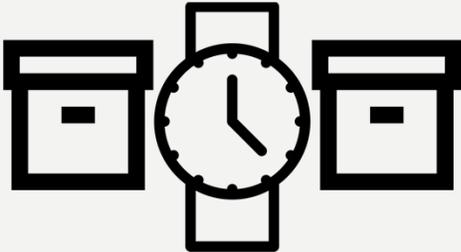
Preservation should be a continuous process.



what? where? **WHEN?** who? why? how?

19

Records that have met their retention should be dealt with in a timely manner.



what? where? **WHEN?** who? why? how?

20

If a record becomes damaged before it has met its retention, file a SLR 501.



what? where? **WHEN?** who? why? how?

21

what? where? when? why? how?

WHEN?

- ✓ Preservation should be a continuous process
- ✓ Be aware of disposition for any long-term and inactive records to ensure that they receive a timely disposition.
- ✓ If a record becomes damaged before it has met its retention, file a SLR 501.

22

WHO?
STORAGE AND PRESERVATION

23

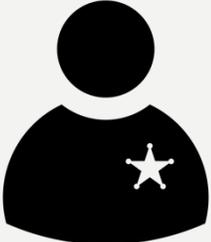
what? where? when? why? how?

WHO?

Ensure that your staff knows how to handle delicate or damaged records before they handle them.

24

• Every record needs a designated custodian responsible for it throughout its lifecycle.



what? where? when? **WHO?** why? how?

25

• Keep your sensitive records secure by keeping them in a locked, limited access area.



what? where? when? **WHO?** why? how?

26

• Carefully choose the right vendor for storing and preserving your records.



what? where? when? **WHO?** why? how?

27

what? where? when? **WHO?** why? how?

- ✓ Ensure that your staff knows how to handle delicate or damaged records before they handle them.
- ✓ Every record needs a designated custodian responsible for it throughout its lifecycle.
- ✓ Carefully choose the right vendor for storing and preserving your records.

28

WHY?
STORAGE AND PRESERVATION

29

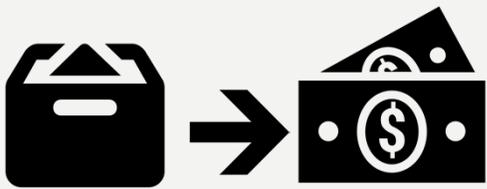
what? where? when? who? **WHY?** how?

- Protect your records today to ensure access tomorrow



30

• Proper storage will save your government money AND time.



what? where? when? who? **WHY?** how?

31

• It's the LAW!



what? where? when? who? **WHY?** how?

32

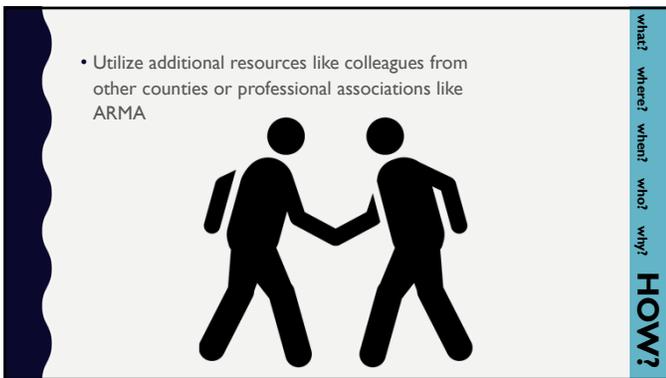
✓ It's the LAW!
✓ Protect your records today to ensure access tomorrow
✓ Proper storage will save your government money AND time.

what? where? when? who? **WHY?** how?

33



34



35



36

• Apply for a grant



what? where? when? who? why? **HOW?**

37

- ✓ Utilize additional resources like colleagues from other counties or professional associations like ARMA
- ✓ Use your fees!
- ✓ Apply for a grant

what? where? when? who? why? **HOW?**

38



RESOURCES
STORAGE AND PRESERVATION

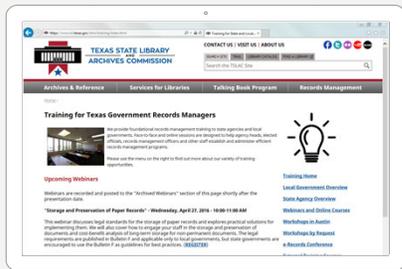
39

FOLLOW OUR BLOG



40

OTHER TRAINING



41

ASK YOUR ANALYST

- Find the analyst assigned to your county:
<http://bit.ly/contact-analyst>
- Call our main line:
(512) 463-7610
- Email us:
slrminfo@tsl.texas.gov



42



43
