

Storage and Preservation Webinar Worksheet

Texas State Library and Archives Commission
State and Local Records Management Division



WHAT?

- 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
- Determine what records are active and inactive in your collection.
 - Can any of your inactive records be moved to off-site storage?
- Identify records in your collection that have met their retention and consider if keeping them is worth the cost.

NOTES:

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WHERE?

- There are minimum standards that every storage facility used for records must meet. Records should be:
 - Protected from environmental hazards and unauthorized access
 - Protected from direct exposure to sunlight
 - Not be stored in contact with the floor

- Any storage facility built after April 7, 2015 must also:
 - Have a fully operational fire detection system
 - Be located in an area that is **NOT** in a 100 year flood plain.

- Additional optimal storage conditions are **recommended**, but not required. Try to include the following elements into your storage facility:
 - An active fire suppressant system
 - Environmental controls for temperature and humidity
 - Pest management program
 - Appropriate shelving of metal or non-porous material
 - Acid-free containers for records
 - UV filters and limited use of fluorescent lights

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

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- Conduct regular inspections of your storage sites. Identify potential hazards and be pro-active! Possible hazards to look for:
 - Water damage or sitting water on the floor or ceilings
 - Direct sunlight exposure to shelving areas
 - Incorrect shelving that damages books or materials
 - Loose or fraying wires and other fire hazards

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WHEN?

- Preservation should be a continuous process – is there a small action that you can take today to protect your records?
- Records that have met their retention should be dealt with in a timely manner.

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WHO?

- 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. Use your last records inventory to help you identify natural custodians for each record.
- Carefully choose the right vendor for storing and preserving your records.

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WHY?

- Protect your records today to ensure access tomorrow.
- Do a cost calculation to see how much money you would save by destroying records eligible for disposition instead of storing them. Proper storage practices will save your government money **AND** time.
- It's the LAW! Review Bulletin F on our website here: <http://bit.ly/bulletinF>

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HOW?

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

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