



*New York State  
Archives*

# Managing Inactive Records



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Archives*



# Today, We Will. . .

- Define inactive records
- Outline steps for creating storage facilities
- Examine arrangement of records

# Life Cycle of Records

Active Phase

Inactive Phase

Creation

Disposition

Archives





# Identifying Inactive Records

- Records inventory
- Records survey
- Periodic review of active records
- Infrequency of use
- Retention schedules



# Using Inactive Storage

- Saves money
- Improves efficiency
- Provides physical security
- Protects from unauthorized access
- Provides systematic disposition



# Storing Inactive Records

- Onsite and in-house
- Offsite records center
- Offsite commercial facility



# Onsite Storage

- Often requires a renovation project
- Can be less secure than other options
- Allows direct control and easier access
- No rental fees



# Offsite Records Center

- Efficient use of space
- Saves money
- Formalized operating procedures
- Security
- Environmental controls
- Systematic disposition of records





# Records Storage Vendor

- Fees for storage and other services
- Research the quality of storage site and level of service
- Conduct a cost comparison
- Must have a contract



# Inactive Storage Development

- Site selection
- Physical planning
- Equipment
- Administration



# Site Selection Factors

- Physical structure
- Space requirements
- Environment
- Safety
- Security



# Physical Structure

## Involve professionals

- Building and fire inspectors
- General contractor
- Engineers
- Architects

## Examine

- Floor strength
- Wall construction
- Structural soundness
- HVAC systems
- Wiring
- Plumbing



# Determining Space Requirements

- Inventory, survey, site inspection
- Collect information
  - Volume, format, retention
- Add 30% to total cubic feet for growth



# Consider Other Formats

- Microfilm
- Discs
- Photos
- Negatives
- Blueprints
- Tapes
- Maps
- Bound volumes
- Videos
- Glass negatives



# Environment and Human Health

- Mold
- Poor air quality
- Storage of toxins
- Insufficient workspace
- Isolation
- Disaster recovery complications



# Environment

- Temperature (65-72° F)
- Humidity (40-55%)
- Cleanliness
- Air circulation
- Lighting





# Safety

- Fire prevention
- Flood prevention
- Disaster planning





# Security

- Restrict access
- Install locks and limit keys
- Alarms and guards
- Install security cameras
- Get management support



# Shelving, Tracking, Locating

- Shelving plans and layouts
- Tracking and locating systems
- Labels and contents
- Databases



# Shelving Layout

- Use steel shelving
  - Of proper gauge and dimensions
  - That meets your needs
- Allow for
  - 30% growth in records storage
  - Adequate aisle widths



CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Sep)  
2001  
Town of Salem Box 2167

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Mar)  
2001  
Town of Salem Box 2167

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Mar)  
2001  
Town of Salem Box 2167

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Mar)  
2003  
Town of Salem Box 2168

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(May-Aug)  
2003  
Town of Salem Box 2168

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Mar)  
2003  
Town of Salem Box 2168

CONTENTS  
FROM  
BOX NO.

MOTOR VEHICLE/TRAFFIC  
INFRACTIONS  
(Jan to Feb A-M)  
2006  
Town of Salem Box 2166

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(May-Jul)  
2005  
Town of Salem Box 2169

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(May-Jul)  
2005  
Town of Salem Box 2169

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Mar)  
2005  
Town of Salem Box 2169

CONTENTS  
FROM  
BOX NO.

MOTOR VEHICLE/TRAFFIC  
INFRACTIONS  
(July)  
2006  
Town of Salem Box 2172A

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Oct-Dec)  
2006  
Town of Salem Box 2170

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Mar)  
2006  
Town of Salem Box 2170

CONTENTS  
FROM  
BOX NO.

CRIMINAL & CIVIL  
CASE FILES  
(Jan-Mar)  
2006  
Town of Salem Box 2170

CONTENTS  
FROM  
BOX NO.

MOTOR VEHICLE/TRAFFIC  
INFRACTIONS  
(Dec N-Z)  
2006  
Town of Salem Box 2172A





SUBDIVISION MAPS  
The Acreage to  
Andon Manor Sec 2  
Town of Salem Box 6144

SUBDIVISION MAPS  
AP Sectors to  
Buckley Rd Wile Sides  
Town of Salem Box 6145

SUBDIVISION MAPS  
Cotton Acres Annex to  
Cotton Acres  
Town of Salem Box 6146

SUBDIVISION MAPS  
Cotton Acres Annex to  
Cotton Acres  
Town of Salem Box 6147

SUBDIVISION MAPS  
Cotton Acres Annex to  
Cotton Acres  
Town of Salem Box 6148

SUBDIVISION MAPS  
Cotton Acres Annex to  
Cotton Acres  
Town of Salem Box 6149

SUBDIVISION MAPS  
Cotton Acres Annex to  
Cotton Acres  
Town of Salem Box 6150

SUBDIVISION MAPS  
Cotton Acres Annex to  
Cotton Acres  
Town of Salem Box 6151

SUBDIVISION MAPS  
Donwood Estates  
thru Section 2  
Town of Salem Box 6145A

SUBDIVISION MAPS  
Donwood Estates  
Sections 5 thru 9  
Town of Salem Box 6145B

SUBDIVISION MAPS  
Electronics Park to  
Electronics Park  
Town of Salem Box 6145C

SUBDIVISION MAPS  
Donwood Estates  
Sections 3 & 4  
Town of Salem Box 6145D

SUBDIVISION MAPS  
Donwood Office Park  
to Eckart  
Town of Salem Box 6145E

SUBDIVISION MAPS  
Donwood Office Park  
to Eckart  
Town of Salem Box 6145F

SUBDIVISION MAPS  
Donwood Office Park  
to Eckart  
Town of Salem Box 6145G

SUBDIVISION MAPS  
Donwood Office Park  
to Eckart  
Town of Salem Box 6145H

SUBDIVISION MAPS  
Donwood Office Park  
to Eckart  
Town of Salem Box 6145I

SUBDIVISION MAPS  
Donwood Office Park  
to Eckart  
Town of Salem Box 6145J

SUBDIVISION MAPS  
Donwood Office Park  
to Eckart  
Town of Salem Box 6145K

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145L

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145M

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145N

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145O

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145P

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145Q

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145R

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145S

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145T

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145U

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145V

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6145W

SUBDIVISION MAPS  
Hidden Ridge to  
Hopkins Terrace Sec 2  
Town of Salem Box 6152

SUBDIVISION MAPS  
Iron Oak Sec 1 to  
James St Terrace No 2  
Town of Salem Box 6153

SUBDIVISION MAPS  
James St Terrace  
to James St Terrace  
Town of Salem Box 6154





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18

17

19

18

535















# Storage Equipment

- Shelving
- Boxes
- Archival supplies
- Map Towers
- Map Cabinets
- Oversized
- Ladders
- Carts
- Dehumidifiers
- Shredders















# Shelving Plans and Layouts

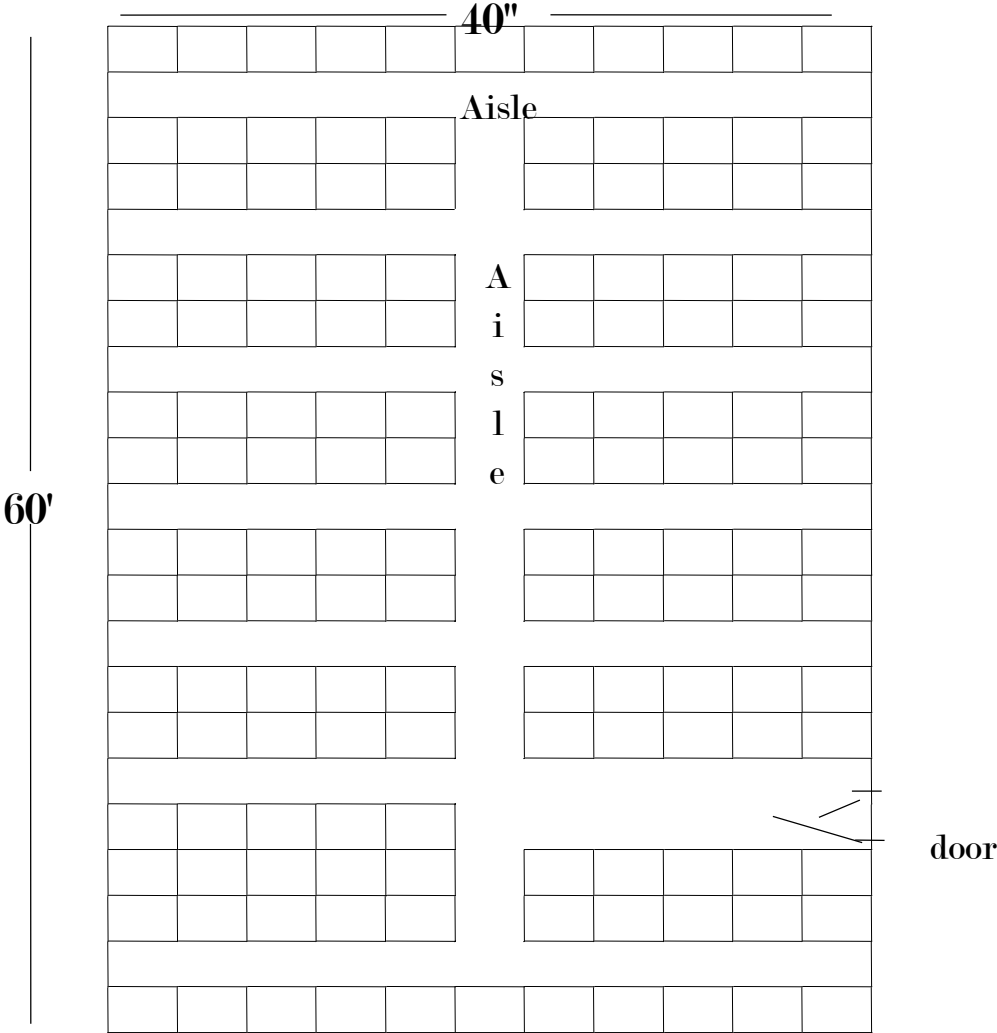




# Shelving Plan A

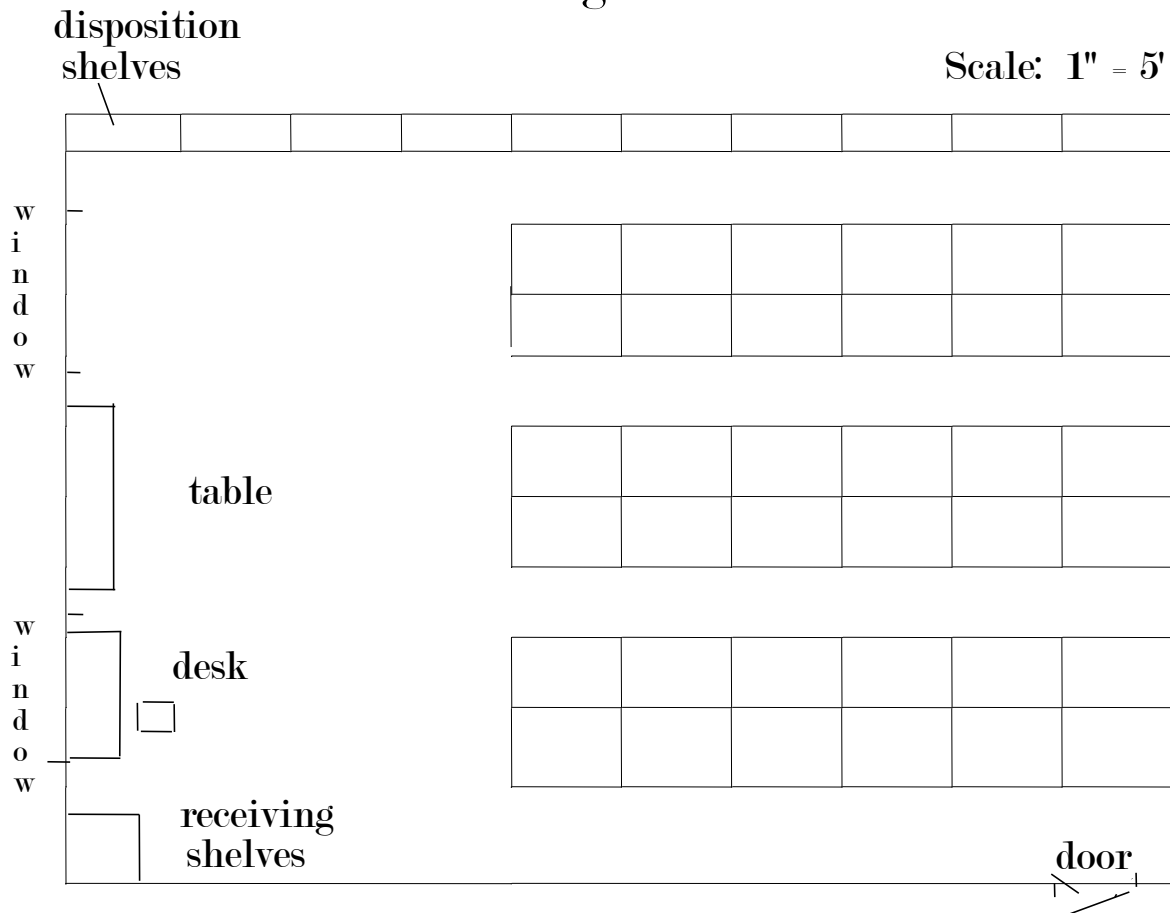
Scale: 1/8" = 1 ft.

N



147 shelving units @ 84 cubic feet each  
Room: 60' x 40' x 16' = 12,348 cubic feet

# Shelving Plan B



37 shelving units  
@36 cubic feet

10 shelving units  
@12 cubic feet

1,332 cubic feet + 120 cubic feet = 1,452 cubic feet

Room: 35' x 30' x 9'



# Making Records Accessible

- Processing records
- Box contents and labels
- Physical arrangement
- Tracking systems



# Processing Inactive Records

- Step 1. Purge obsolete records
  - Identify record in schedule
  - Separate records to be destroyed
  - Obtain authorization
  - Document disposition process
  - Destroy obsolete records



# Processing Inactive Records

## Step 2. Process remaining records

- ☐ Organize by records series
  - Retain original order or sequence
  - Don't mix records from different departments
- ☐ Box and label
- ☐ Record tracking data



# Box Contents

- One records series per box
- Or one retention period per box
- No hanging folders
- No binders
- No folding or over packing



# Labels

- Use uniform labels on all boxes
- May use preprinted labels
- Include necessary information
- Choose labels with good adhesive
- Supply each unit or department





# Permanent Records

- Use acid-free, pH-neutral, lignin-free boxes and file folders
- Protect photographs with inert polyester sleeves
- Remove rubber bands, staples, tape
- Unfold and flatten records



# Physical Arrangement

- Place records on shelves by
  - Series
  - Department or unit
  - Other logical sequence
- Plan beforehand
- Can include three to four elements
  - Row – Unit – Shelf - Space



# Space Numbering Systems

- Adopt simplest appropriate system
  - Space (001)
  - Row-Space (A-001)
  - Row-Unit-Space (A-01-001)
- Number spaces in each shelving unit . . .
  - Top-to-bottom
  - Left-to-right
- Assign same space numbers to boxes



# Databases for Managing Records

- Enhances access and retrieval
- Update after disposition and transfer
- Provides perpetual inventory of records
- Generates labels and reports
- Identifies records for destruction



# Administration of an Inactive Records Program

- Make part of overall RM plan
- Policies and procedures
- Staff



# Destruction of Records

- Destroy appropriately
- Destroy completely
- Complete Authorization for Destruction form
- Get appropriate signatures



# For More Information

- Contact RAO
- Attend workshops
- Read State Archives publications
- Network with others
- Join associations and listservs



# Summary

- Identify your inactive records
- Determine the best storage facility
- Establish policies and procedures
- Treat records responsibly





Thank You for  
Attending Today!

[www.archives.nysed.gov](http://www.archives.nysed.gov)