New York State Archives

Managing Inactive Records
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
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.

40"

Aisle

60'

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

Scale: 1" = 5'

37 shelving units @ 36 cubic feet = 1,332 cubic feet
10 shelving units @ 12 cubic feet = 120 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!

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