



## Caring for Your Archival Records

To Purge or Not to Purge! A Records Management Solution for Abbeville County School District.

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# 95%

= The percentage of information that is on paper.

*Source: IDC Global Market Intelligence Firm*

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## Paper is so prolific that...

The average employee spends approximately 400 hours or 10 weeks looking for paper documents

60% of your time is spent working with documents

75-85% of business documents are in paper form



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**Archives Basics  
and the  
Bag of Bad Habits**

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**What are some of the potential problems shown in this picture?**

Unorganized- couldn't find the good stuff even if you wanted to.

Safety concerns

Records on the bottom have the potential of being crushed.

Open containers- lids used for trays- offers no protection.

And more...

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## How are your records stored?



Are they "thrown" at random in a box? Or are they organized in archival folders and boxes?

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## What are your records stored near?



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# FIRE

- Do you have a sprinkler system?
- Fire Extinguishers?
- Smoke Detectors?
- Have you talked to your local Fire Dept?

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**Most disasters involve water,  
are your records at risk?**

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**Once paper is wet, it really expands.  
This is what happened to one file of records.**

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**Ink from one file  
can bleed and  
damage surrounding  
files as well.**

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## Storage Environment:



Temperature and Humidity

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## Ultra Violet Light

Paper is sensitive to light and UV rays can cause:

- Page to yellow or change colors
- Page to darken
- Inks to fade
- The paper fibers to weaken and become brittle

**LIGHT DAMAGE IS CUMULATIVE AND IRREVERSIBLE!!!**

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## Food and Drinks

Food and Drinks can attract bugs and if in close proximity could damage your documents.

Is your storage area near the break room or kitchen?



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## Pests; Rodents and Insects

Rodents like to shred paper for nests 



Insects like to eat paper- it is like chocolate to them!

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Examples of Pest Damage

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## Metal Fasteners

Even if it is only a few years old, paperclips, staples, binder clips, straight pins, brads and any metal fastener will rust!



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## Other Office Supply Bad Habits



Rubber bands can become sticky and brittle and can stain or stick to your document



Tape and other adhesives can yellow over time or eat away at your document



Use a pencil instead of ink pens when working around your documents.

You can't erase a stray ink mark or stain!

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## Handling



- ↪ Make sure your hands are clean
- ↪ Wear Gloves if needed
- ↪ Be careful

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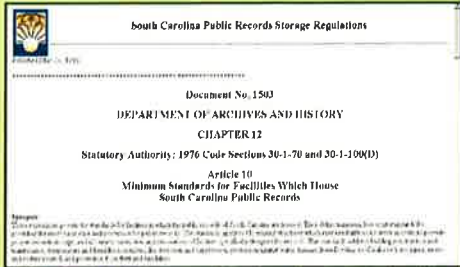
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## There are State Standards for Records Storage:



The standards can be found on the State Archives Website at: <http://www.state.sc.us/scdah/regs.htm>

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## What are some of the State Storage Standards?



•The building shall be of sound construction and shall be well-maintained, with a roof which is free of leaks.



•It shall be kept clean to avoid accumulations of dust and dirt.



•If the facility is not climate-controlled, the records storage area shall be well-ventilated and shall not be subject to rapid and extreme fluctuations of temperature and humidity (more than plus or minus forty degrees or forty percent within twenty-four hours.)

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•It shall be free of vermin and shall have a pest control program to guard against insects and rodents. 



•It shall be well-lighted, but records shall not be exposed to direct sunlight.

•Records shall be protected from the threat of damage caused by smoking, eating and drinking. 

•Records shall be placed a minimum of three inches from the floor on sturdy, well-supported shelving units, file cabinets, or wooden pallets....

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• It shall not be located in any area where the risk of natural and man-made disasters poses a significant threat to the facility and its contents.

• It shall be located sufficiently separate from external hazards to ensure a high degree of safety from such occurrences as fire and flood.

• It shall be secured at all times...

• It shall have an operational fire detection mechanism...

• It shall contain an adequate supply (one or more) of well-distributed portable fire extinguishers... suitable for extinguishing fires in all record materials stored.



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## Other Resources:

South Carolina Public Records Association (SCPRA):  
[www.scpra.org/](http://www.scpra.org/)

National Archives and Records Administration  
[www.archives.gov/records-mgmt/](http://www.archives.gov/records-mgmt/)

Council of State Archivists (CoSA):  
[www.statearchivists.org/](http://www.statearchivists.org/)

Association of Records Managers and Administrators, International (ARMA):  
[www.arma.org/](http://www.arma.org/)



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What is the  
#1 Resource  
Available to  
you?

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# The State Archives

**http://arm.scdah.sc.gov/**

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## What type of resources you can find on the SCDAH Website?

- Records Retention Schedules
- Training Information and Opportunities
- Records Storage Requirements
- Electronic Records Information
- Technical Publications and Forms
- Microfilm Services Information
- Conservation Information
- Disaster Planning and Recovery Information

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- National/Archival Records
- Training
- State Records Center
- Electronic Records Center
  - Electronic Records Program Topics
  - Electronic Records Management Guidelines
  - Electronic Records Grants and Evaluation Reports
  - Electronic Records Management Guidelines
  - Miscellaneous Information

**Electronic Records Program**

The South Carolina Department of Archives and History (SCDAH) is committed to ensuring the preservation and access to critical electronic records created by South Carolina government. To accomplish this mission, we collaborate with state agencies, local, state and federal governments, and local governments to best advise and assist in the development of policies, procedures, and guidelines for the care and handling of these records. For an additional resource on the SCDAH website on the management of electronic information, though our efforts we intend to have an upcoming guide available which information will be available regarding "Email".

**Electronic Records Management Subsites** In 2005, the NMEM published a series of guidelines on the care, handling and management of electronic records. This guide provides information about digital imaging, email, digital signatures, file naming, digital media and analog, and more.

**Information Leaflet L11:** *File and Records Server to Digital Image: Policy Statement*

**Trustworthy Information Systems (TIS) Handbook** - Handbook for the design, development and maintenance of TIS. Handbook can help you build and maintain trust in the computer environment.

**Guidelines for email, file naming, digital media...**

**Trustworthy Information Systems (TIS) Handbook - records management within an automated environment...**

**Guidelines of Digital Records: Options and Implementation Considerations** - *Consortium Report by Gregory S. Hurst*

# Electronic Records

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## Microfilm Services

- Technical Leaflets- on topics such as Legal Requirements for filming Public Records, Choosing Vendors as well as equipment.
- Processing and Duplication Service information- contacts and price lists
- Certification program- quality checks and certified vendors
- Forms, Certificates, and Film Targets
- Security Microfilm Vault Storage

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## SC Department of Archives & History Contacts

Richie Wiggers  
 (803) 896-6119  
 E-Mail: [rwiggers@scdah.state.sc.us](mailto:rwiggers@scdah.state.sc.us)  
 (Also Records Storage Standards & Preservation Issues)



Website: <http://arm/scdah.sc.gov/>

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South Carolina Department of Archives and History  
Division of Archives and Records Management

RECORD SERIES INVENTORY FORM

Action Required  
 Establish Schedule  
 Revise Schedule  
*Schedule Number*

TYPE OR PRINT CLEARLY. COMPLETE ONE FORM FOR EACH RECORD SERIES. RECORD GROUP NUMBER:

Section A. Identification of Program Unit and Contact Person

1. State or Local Agency

2. Division or Office

3. Subdivision

4. Program Unit

5. Person Completing Form: (Name)  
(Date)

(Title)

(Telephone)

Section B. Description of Records

6. Record Series

(a) Title:  
(b) Variant Title:

7. Dates of Records

(a) Beginning to Ending  
(b) Missing Dates:

8. Are records still created? yes no

9. Are records indexed? yes no  
If yes, title and location:

10. Arrangement of Record Series

Alphabetically by  
Numerically by  
Alphanumeric by

Chronologically by  
Unarranged  
Other

11. Description of Records

(a) Who creates and/or uses the records and for what purpose?

(b) Informational Content

(c) Value of Records (check all that apply)

Administrative  Legal  Fiscal  Historical  Other

(d) Are these records vital?  yes  no

(e) Reference Frequency times  daily  weekly  monthly  yearly  
for \_\_\_ months \_\_\_ years. Never after

SECTION B. DESCRIPTION OF RECORD SERIES (CON'T.)

12(a) Characteristics (check the medium to left of record format):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> <b>Paper</b>          | <input type="checkbox"/> <b>Audio Visual</b> | <input type="checkbox"/> <b>Microfilm</b> | <input type="checkbox"/> <b>Computer Machine Readable</b> |
| <input type="checkbox"/> Legal Size            | <input type="checkbox"/> Audiotape           | <input type="checkbox"/> Roll Film        | <input type="checkbox"/> Tape                             |
| <input type="checkbox"/> Letter Size           | <input type="checkbox"/> Motion Picture      | <input type="checkbox"/> Aperture Cards   | <input type="checkbox"/> Disk                             |
| <input type="checkbox"/> Bound Volume          | <input type="checkbox"/> Video Tape          | <input type="checkbox"/> Microfiche       | <input type="checkbox"/> Diskett (Floppy)                 |
| <input type="checkbox"/> Computer Printouts    | <input type="checkbox"/> Photo Print         | <input type="checkbox"/> Jackets          | <input type="checkbox"/> Punch Cards                      |
| <input type="checkbox"/> Maps, Plans, Drawings | <input type="checkbox"/> Photo Glass         |   |   |
| <input type="checkbox"/> Publications          |  |   |   |
| <input type="checkbox"/> Other                 |  |   |   |

12(b) Total Volume and Location of Records (by cu. ft.) 12(c) Total volume generated per year  
Office (Most recent year)

State Records Center

Other Storage

Specify:

13. Condition of Records:  Good  Fair  Poor  
 Molded  Dirty  Torn  Other

14. Confidential?  yes  no. If yes, cite authority.

15. Record is  
 original - Location of duplicate:  
  
 duplicate - Location of original:

16. Summarized:  yes  no  
Title and Location of Summary Record

SECTION C. PROPOSED RETENTION PERIOD AND DISPOSITION

17. Subject to:  Audit  Sunset Review  Other (specify):

18. Legal retention requirement?  yes  no. If yes, cite authority

19. The proposed retention period for this record series should be implemented as follows (check all that apply)

Retain in program office space for  years  months  
Transfer to state/local facility for  years  months  
Transfer to State Records Center for  years  months

Other (Specify) \_\_\_\_\_

Final Disposition (following completion of retention period)

Destroy  Transfer to State Archives  Transfer to Approved Repository

20. Additional Comments

**SC Department of Archives and History  
DIVISION OF ARCHIVES & RECORDS MANAGEMENT  
REPORT ON RECORDS DESTROYED**

|                                  |
|----------------------------------|
| <b>1. STATE OR LOCAL AGENCY:</b> |
| 2. RECORD GROUP NUMBER:          |
| 3. DIVISION OR OFFICE:           |
| 4. DATE (M/D/Y):                 |

5. The records listed below have been disposed of in accordance with provisions of the PUBLIC RECORDS ACT, CODE OF LAWS OF SOUTH CAROLINA, 1976, Sections 30-1-10 through 30-1-140, as amended, and approved Records Retention Schedules.  
**SIGNATURE OF RECORD OFFICER'S OR REPRESENTATIVE:**

| 6. RECORD SERIES TITLES | 7. RECORD SERIES NUMBER | 8. INCLUSIVE DATES | 9. VOLUME (CuFt) | 10. DATE OF DESTRUCTION (M/D/YYYY) |
|-------------------------|-------------------------|--------------------|------------------|------------------------------------|
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
|                         |                         |                    |                  |                                    |
| <b>Total Cubic Feet</b> |                         |                    | 0.00             |                                    |

|   |   |
|---|---|
| <b>SC DEPARTMENT OF ARCHIVES &amp; HISTORY</b><br><b>AUTHORIZATION FOR DISPOSAL OF ORIGINAL PAPER RECORDS STORED AS DIGITAL IMAGES</b>  | <b>1. RECORD GROUP NUMBER:</b> _____<br><br><b>INSTRUCTIONS</b><br>1. Complete one form for each record series.<br>2. Complete all of Part I.<br>3. Under Part II, check box A or box B, as appropriate, and sign.<br>4. Send the form to the address at left.<br>5. Do not destroy the paper records until we return the form to you with Part III completed.<br>6. Upon receipt of the form, destroy the records, complete Part IV, and retain the form permanently to document the disposal. |
| <b>RETURN TO:</b><br>SC Department of Archives & History<br>Records Services Branch<br>8301 Parklane Road<br>Columbia, SC 29223-4905<br>Telephone: 803-896-6123 FAX: 803-896-6138 |   |

**PART I - IDENTIFICATION OF RECORD**

|  |   |
|--|---|
| 2. Name of State Agency or Local Government  | 3. Name of the Division, Section, or Office   |
| 4. Record Series Title   | 5. Schedule Number  |
| 6. Inclusive dates of paper records to be destroyed  | 7. Cubic feet of records to be destroyed (estimate)   |
| 8. Retention period (If less than 10 years, check box A under Part II below. If 10 years or more, check box B.)  | 9. Is this a vital record? (Essential to the continuity of services during a disaster or to the restoration of daily business when it has been interrupted)<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. Are security copies of the digital records and indexes being placed in off-site storage?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO | 11. If yes, where are the security copies being stored?   |
| 12. Name of Person Completing Part I   | 13 Telephone number   |

**PART II - CERTIFICATION**

**RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS**

A.  I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that the digital image records have been visually inspected and are legible and correct.

**RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE**

B.  I certify that I am authorized to act for my government body in the retention and disposition of records identified in Part I of this form and that my Agency or local government will comply with items 1-7 on page 2 of Public records information leaflet no. 13, *Public records stored as digital images: policy statement* (revised 24 June 2005).

|   |                |         |
|---|----------------|---------|
| 14. Name/title of authorized state agency or local government representative: | 15. Signature: | 16 Date |
|---|----------------|---------|

**PART III - STATE ARCHIVES APPROVAL**

|   |                             |
|---|-----------------------------|
| 17. Disposal of the original (paper) records identified in Part I is<br><br><input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED | 18. Reason for non-approval |
| 19. Signature of State Archives representative  | 20. Date                    |

**PART IV - DISPOSAL VERIFICATION**

|   |                    |
|---|--------------------|
| <i>I have properly disposed of the paper records identified in Part I</i> |                    |
| 21. Signature of person disposing of records                              | 22. Disposal date. |

The South Carolina Department of Archives and History invites you to visit our Homepage at <http://rm.sc.gov/>.



**For information on records management services, contact:**

Richard Harris, Records Management Supervisor  
(803) 896-6123

E-Mail: [harris@scdah.state.sc.us](mailto:harris@scdah.state.sc.us)

**Local Records:**

Carolyn Smith  
(803) 896-6125

E-Mail: [cpsmith@scdah.state.sc.us](mailto:cpsmith@scdah.state.sc.us)

Richie Wiggers  
(803) 896-6119

E-Mail: [rwiggers@scdah.state.sc.us](mailto:rwiggers@scdah.state.sc.us)

HISTORY & HERITAGE  
For All Generations