Caring for Your Archival Records

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

95%

= The percentage of information that is on paper.

Source: IDC Global Market Intelligence Firm

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.
Archives Basics and the Bag of Bad Habits

Does your storage area look like this?

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...
How are your records stored?
Are they "thrown" at random in a box? Or are they organized in archival folders and boxes?

What are your records stored near?

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

Most disasters involve water, are your records at risk?

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

Ink from one file can bleed and damage surrounding files as well.
Storage Environment:

Temperature and Humidity

Mold

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!!!
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?

Pests; Rodents and Insects

Rodents like to shred paper for nests.

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

Examples of Pest Damage
**Metal Fasteners**

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

![Image of rusted metal fasteners]

**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!

**Handling**

- Make sure your hands are clean.
- Wear Gloves if needed.
- Be careful.
There are State Standards for Records Storage:

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

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.)

- 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.
- 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.

Other Resources:
- South Carolina Public Records Association (SCPRA):
  www.scpra.org/
- National Archives and Records Administration
  www.archives.gov/records-management/
- Council of State Archivists (CoSA):
  www.statearchivists.org/
- Association of Records Managers and Administrators International (ARMA):
  www.arma.org/

What is the #1 Resource Available to you?
http://arm.scdah.sc.gov/

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

Electronic Records Program

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

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

SC Department of Archives & History Contacts

Richie Wiggens
(803) 796-8119
E-Mail: rwiggens@scdah.state.sc.us
(Also Records Storage Standards & Preservation Issues)

Website: http://arm/scdah.sc.gov/
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)  
6. Division or Office  
7. Program Unit  

Section B. Description of Records

6. Record Series  
   (a) Title:  
   (b) Variant Title:  
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 (CONT.)

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

- Paper
  - Legal Size
  - Letter Size
  - Bound Volume
  - Computer Printouts
  - Maps, Plans, Drawings
  - Publications
  - Other

- Audio Visual
  - Audiotape
  - Motion Picture
  - Video Tape
  - Photo Print
  - Photo Glass

- Microfilm
  - Roll Film
  - Aperture Cards
  - Microfiche
  - Jackets

- Computer Machine Readable
  - Tape
  - Disk
  - Diskett (Floppy)
  - Punch Cards

12(b) Total Volume and Location of Records (by cu. ft.)

- Office
- State Records Center
- Other Storage

Specify:

12(c) Total volume generated per year (Most recent year)

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
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:

<table>
<thead>
<tr>
<th>6. RECORD SERIES TITLES</th>
<th>7. RECORD SERIES NUMBER</th>
<th>8. INCLUSIVE DATES</th>
<th>9. VOLUME (CuFt)</th>
<th>10. DATE OF DESTRUCTION (M/D/YYYY)</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td>0.00 Total Cubic Feet</td>
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<tr>
<td>PART I - IDENTIFICATION OF RECORD</td>
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<td>2. Name of State Agency or Local Government</td>
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<td>3. Name of the Division, Section, or Office</td>
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<td>4. Record Series Title</td>
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<tr>
<td>5. Schedule Number</td>
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<tr>
<td>6. Inclusive dates of paper records to be destroyed</td>
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<td>7. Cubic feet of records to be destroyed (estimate)</td>
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<tr>
<td>8. Retention period (if less than 10 years, check box A under Part II below. If 10 years or more, check box B.)</td>
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<td>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)</td>
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<td>□ YES □ NO</td>
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<td>10. Are security copies of the digital records and indexes being placed in off-site storage?</td>
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<td>□ YES □ NO</td>
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<td>11. If yes, where are the security copies being stored?</td>
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<td>12. Name of Person Completing Part I</td>
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<tr>
<td>13 Telephone number</td>
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<thead>
<tr>
<th>PART II - CERTIFICATION</th>
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<tbody>
<tr>
<td>RECORDS WITH A RETENTION PERIOD OF LESS THAN 10 YEARS</td>
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<tr>
<td>□ 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.</td>
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</tbody>
</table>

| RECORDS WITH A RETENTION PERIOD OF 10 YEARS OR MORE |
| □ 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 |

<table>
<thead>
<tr>
<th>PART III - STATE ARCHIVES APPROVAL</th>
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<tbody>
<tr>
<td>17. Disposal of the original (paper) records identified in Part I is</td>
</tr>
<tr>
<td>□ APPROVED □ NOT APPROVED</td>
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<tr>
<td>18. Reason for non-approval</td>
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<tr>
<td>19. Signature of State Archives representative</td>
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<tr>
<td>20. Date</td>
</tr>
</tbody>
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<tr>
<th>PART IV - DISPOSAL VERIFICATION</th>
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<tbody>
<tr>
<td>I have properly disposed of the paper records identified in Part I</td>
</tr>
<tr>
<td>21. Signature of person disposing of records</td>
</tr>
<tr>
<td>22. Disposal date.</td>
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</tbody>
</table>

ARM-13 (rev. 4/2007)
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:

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Local Records:

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