



Records Storage Rooms Procedure

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1. PURPOSE

The purpose of this procedure is to assist staff:

- 1) Identify what paper records should be stored in a Storage Area;
- 2) Correctly identify a suitable location to establish a Storage Area;
- 3) Ensure all paper records stored in a Storage Area are arranged in a way that will allow those who need to access the records in the future know where the records are and be able to easily access them from this location;
- 4) Protect all paper records stored in a Storage Area from access by those persons who should not have access to them; and
- 5) Comply with the mandatory record storage requirements set out within the Archives New Zealand issued [Storage Standard](#).

2. DEFINITIONS

RECORD means “information, whether in its original form or otherwise, including (without limitation) a document, an email a signature, a seal, text, images, sound, speech, or data compiled, recorded, or stored, as the case may be,—

- a) in written form on any material; or
- b) on film, negative, tape, or other medium so as to be capable of being reproduced; or
- c) by means of any recording device or process, computer, or other electronic device or process.”

(Public Records Act 2005)

INACTIVE RECORD means any record no longer required to be accessed by the department/service unit (or person within it) on a regular basis, but which must continue to be retained as per records retention requirements set out in any of the Disposal Authorities that cover Unitec records. Also see definition for Archive Record.

ACTIVE RECORD means any record required to be accessed by the department/service unit (or person within it) on a day to day / very regular basis. Due to the need to frequently access active records, these records must be stored in the department/service unit until they become inactive records. They can then be stored outside of the department/service unit.

ARCHIVE RECORD means any inactive record that is no longer required by the department/service unit but has continuing value and must be retained permanently as specified in the Disposal Authorities that cover Unitec records.

REGISTER OF RECORDS means a register that shows what paper records belonging to a department/service unit are stored and where they are stored i.e. somewhere at Unitec or offsite. The purpose of a register is to provide access to department records. A template register containing the minimum information that must be captured in any department's register of records is available [here](#).

STORAGE The function of storing records for future retrieval and use.

STORAGE AREA	means a storage area specifically designated for storage of records. It may be a free-standing building, a sole-purpose room within a building, or a designated area within a larger storage space.
DISPOSAL	means destroy or transfer to Public Archives, depending on the disposal action that has been assigned to the Record in the General Disposal Authority applicable to that Record.

3. PROCEDURE

3.1. Selecting a suitable location/area for the storage of paper records?

The suitability of an area for the storage of records depends on the type of record to be stored.

3.1.1. Active Records

Active Records will need to be stored in a location in close proximity to the person(s) who need to access these records as part of carrying out their daily tasks / position responsibilities. The storage location chosen will also need to meet the requirements for Active Records outlined in Appendix A (Storage Standard Checklist) under the headings "Choice of Storage Room" and "Access to Records in the Storage Room."

3.1.2. Inactive Records and Archive Records

Inactive Records and Archive Records can be stored away from the person(s) who created/used these records because they are no longer needed for daily / frequent reference, but still need to be retained. Inactive and Archive Records could therefore be stored offsite if they meet all the requirements outlined in Unitec's [Transferring & Retrieving Records from Unitec's Offsite Storage Provider Procedure](#).

If the records do not meet this criteria or the decision is made not to store these records offsite, then the storage area used at Unitec must meet the requirements for Inactive Records and Archive Records outlined in Appendix A (Storage Standard Checklist) under the headings "Choice of Storage Room" and "Access to Records in the Storage Room."

It is also a good idea to liaise with Facilities Management (if they weren't involved in locating this area for you) about your choice of location. They may know things about the area that make it unsuitable for the storage of records, or they may have other plans for the use of this space.

<p>Note: The storage area provided by Unitec's approved offsite storage provider meets all of the requirements outlined in the Archives New Zealand Storage Standard.</p>
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3.1.3. Central Inventory of Unitec's onsite Storage Areas

Once you have decided on a Storage Area, please send the building and room details to the Records and Information Management Advisor who will maintain a central inventory of Unitec's onsite Storage Areas. If a room ceases to be used as a Storage Area please also communicate this to the Records and Information Management

Advisor along with details of where the records that were in this location have ended up.

3.2. Correctly arranging paper records stored in a Storage Area

All records stored in any Storage Area must be arranged in such a way that will allow them to be easily identified and retrieved from the area should they need to be accessed again after their storage. This includes ensuring that a listing of the contents of any Storage Area is created, maintained and updated to reflect new records added to the Storage Area, records that are removed for Disposal or because they have become Active again.

Unitec has created a [Register of Records template](#) to assist you correctly list the content of any Storage Area. This Register includes the minimum mandatory information that must be collected for any record stored within a Storage Area. If your department / area sees value in collecting additional information then you are free to add further columns to this template.

Once completed all Registers of Records should be saved in [H:\INFORMATION MANAGEMENT\RECORDS & ARCHIVES MANAGEMENT\STORAGE\Record Listings](#) and updated as required from this location.

Note: *If you have been allocated as the person in your department/area who will be creating and maintaining Registers of Records then you will need to contact the Manager, Information & Policy to be provided write access to the above folder.*

All Archive Records must be stored in such away that will protect them from deterioration or damage, this includes removing things such as metal paperclips before boxing to ensure the metal is not allowed to rust and cause damage to the records. Refer Appendix C (Preservation Guidelines) for further guidance on the things you should do to prepare Archive Records for long term storage.

Other requirements that need to be met to correctly store records in any storage area are outlined in Appendix A (Storage Standard Checklist) under the heading "Layout and Use of Storage Room."

3.3. Protecting paper records from unauthorised access

Some records you need to store may contain sensitive/personal or confidential information that needs to be restricted for access to only a few specific individuals. Human resource records, medical records, student records and some types of proposal documents are all examples of records that need to be protected from unauthorised access.

If you are storing these types of records you need to give additional thought to the type of storage area you will be storing these records in. You must not for example store these restricted access records in the same storage area with records that have unrestricted access.

Other requirements that need to be met to ensure sensitive/personal or confidential records are not accessed by any person(s) who doesn't has the permission to view

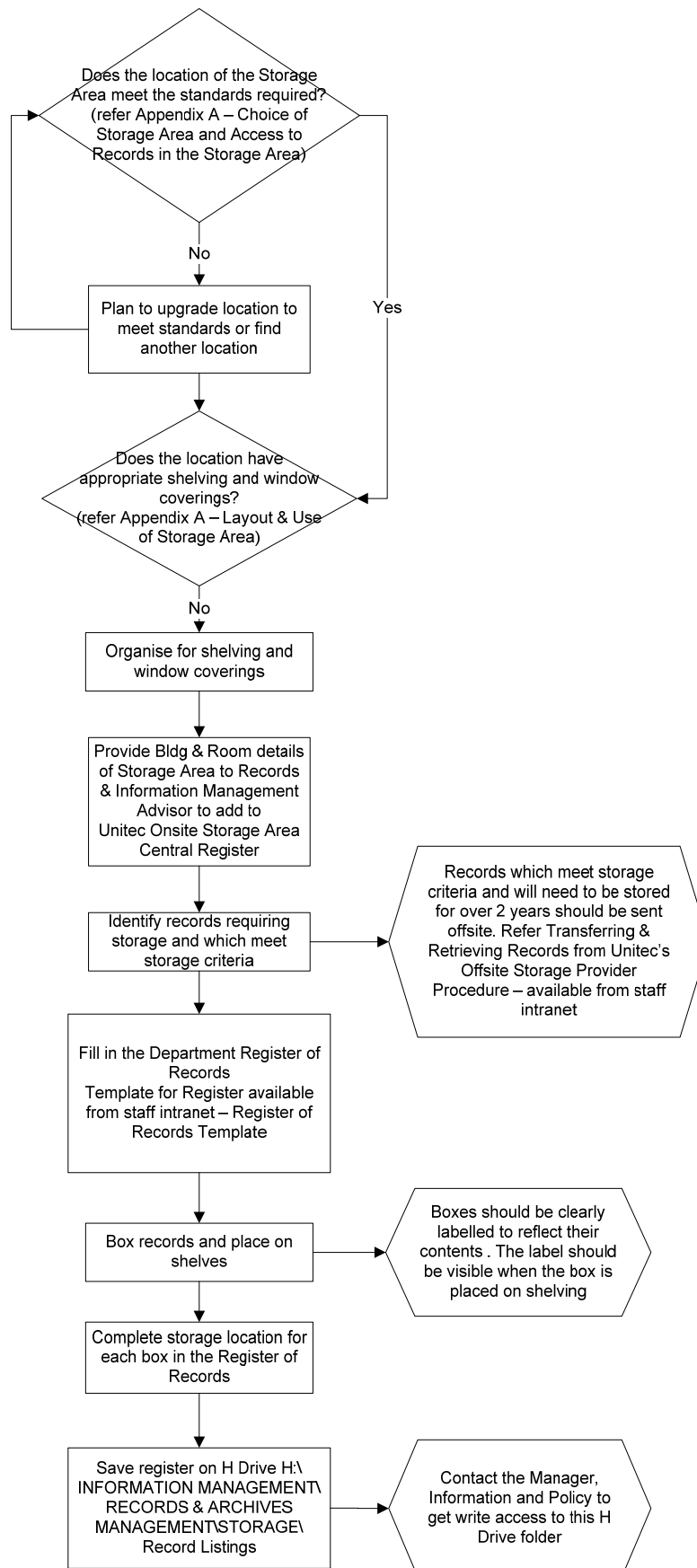
these records are outlined in Appendix A (Storage Standard Checklist) under the heading "Access to Records in the Storage Area."

APPENDIX A. STORAGE STANDARD CHECKLIST

Choice of Storage Room	<p>Requirement 5: Records that are not in active use must be stored in a dedicated storage area.</p> <p>Requirement 7: Records must be stored in locations which reflect the characteristics of their format and their retention period.</p> <p>Requirement 8: The building in which records are stored must comply with the New Zealand Building Code that applied at the time of construction and associated codes and standards, and be appropriate for use in storing records.</p> <p>Requirement 9: The building in which records are stored must have adequate drainage systems to prevent flooding.</p> <p>Requirement 10: The storage area must be insulated from the climate outside.</p> <p>Requirement 11: Storage areas must be protected against internal hazards. E.g. overhead pipes</p> <p>Requirement 13: Records are located as far as possible from natural and man-made hazards.</p> <p>Requirement 25: Records of short-term value must be stored in conditions which ensure preservation until they are no longer required.</p> <p>Requirement 26: Inactive records of archival value must be stored in conditions where the relative humidity is never above 60% or below 30%.</p> <p>Requirement 27: Inactive records of archival value must be stored in conditions where the temperature is never above 25 degrees centigrade.</p>	<p>Meets Standard</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
Layout and use of Storage Room	<p>Requirement 2: Records must be arranged in an orderly manner, and well managed so that order is maintained.</p> <p>Requirement 21: Inactive records of archival value must be packaged in containers which are clean, in good condition and appropriate to the format and retention period of the records.</p> <p>Requirement 20: Records must be stored using shelving or equipment appropriate to the format and size of the items.</p> <p>Requirement 24: Storage areas must be kept clean.</p> <p>Requirement 22: Records must be stored away from light.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
Listing of Records in the Storage Room	<p>Requirement 1: Records must be identified and registered in a system which controls the records and allows efficient retrieval.</p>	<p><input type="checkbox"/></p>
Access to Records in the Storage Room	<p>Requirement 17: Records which contain sensitive or classified information must be identified and protected.</p> <p>Requirement 18: Access to records storage areas must be controlled and restricted to authorised staff.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Source: Archives New Zealand Storage Standard http://archives.govt.nz/sites/default/files/s2_15.pdf

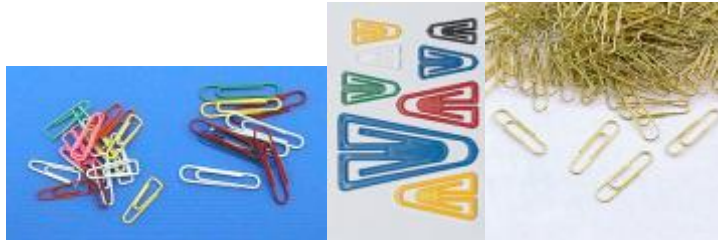
APPENDIX B. HIGH LEVEL PROCESS FLOW OF PROCEDURE



APPENDIX C. PRESERVATION GUIDELINES

Preparing records for long term / permanent storage

- 1) Remove all metal paper clips and bulldog clips. These can rust if there is sufficient moisture in the air and damage the paper. If paper clips need to be used then use vinyl coated, polystyrene or solid brass paperclips.



- 2) If time allows remove staples and replace with the appropriate paper clips or acid free envelopes.
- 3) Remove pages from lever arch files and either bind them using plastic file clips or keep the pages together in an acid free envelope. It can be useful to photocopy the cover or spine of the lever arch and use this as the cover page of the documents.



- 4) Newspaper clippings should be stored in their own acid free envelopes.
- 5) Loose pages of like subject should be kept together using acid free envelopes.
- 6) Ideally documents should lie flat in the box. Larger items should not be folded.
- 7) For large or non-standard items contact the Manager of Information & Policy or the Records & Information Management Advisor.

Clips and envelopes can be obtained from:

Conservation Supplies
Jim & Margaret Morrison
P.O. Box 646 Warkworth 0941
Phone: (09) 425 7380
Fax: (09) 425 7385
Email: info@conservationsupplies.co.nz

Conservation Supplies are already set up as a Vendor in Unitec's electronic purchasing system.

REFERENCE DOCUMENTS

- [1] [Archives New Zealand Storage Standard](#)
- [2] [Register of Records Template](#)
- [3] [Unitec's Transferring & Retrieving Records from Unitec's Offsite Storage Provider Procedure](#)

DOCUMENT DETAILS

Version:	1	Issue Date this Version:	28 November 2011
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1	28/11/2011	First edition – brand new document	Manager, Information & Policy