

PRESERVING PERMANENT PAPER RECORDS

Local Government Permanent Records are guarded from possible damage. Light, heat, humidity, water leaks, and pests are common threats to paper records. The facility meets these security guidelines:

- Security - Access is restricted to employees only. The site is protected against theft.
- Climate Control – The storage location temperature ranges from 65-75 degrees Fahrenheit and the humidity ranges from 45 to 55 percent, without rapid variation or fluctuation. The climate-control system is not turned off at night or over weekends.
- Environmental Protection – The storage site is serviced regularly for pest control. Upper shelves are clear of light fixtures, ducts, and overhanging water pipes.
- Supervision – The storage site is monitored regularly to check for hazards such as fire, flooding, leaks, and pests.

PRESERVING ELECTRONIC RECORDS

We ensure that electronic records remain accessible and readable. To preserve the long-term integrity of electronic records. If you are not doing so, speak to your IT staff members about developing plans and procedures for:

- Regularly backing up electronic records.
- Storing back-up copies in an off-site, offline environmentally controlled location.
- Migrating or converting all records to upgraded systems as technology continues to evolve.

As a general rule, local governments should consult the ADAH before destroying records created before 1940.