

## Inactive Records In Long Term Storage

Some paper records need to be retained by departments past the point where they are being actively used but where it is not appropriate to transfer the materials to the College Archives. These inactive records should be stored in designated long term storage areas such as the secure “cage” in the basement of Parrish Hall. Before moving paper records into long term storage the following steps must be taken:

1. Papers should be placed into folders that are clearly labeled and dated. The folders need to be placed into clean boxes or cartons.
2. All boxes should be labeled as follows:  
PROVOST  
History Dept. search,  
2015 Shred 2020
3. Make sure it is clear what department the boxes belong to and, if applicable, when they need to be securely destroyed. **Remember:** records kept past their secure destruction date run the risk of becoming an information security liability for Swarthmore College and your department.
4. If the inactive records will not need to be accessed again securely tape the boxes shut.
5. Create a spreadsheet manifest that includes what is written on the label for every box in long term storage, its secure destruction date (if applicable), and its exact location.
6. If boxes are stored in the Parrish Cage make sure that they are placed up off the floor and away from the windows.
7. Create an annual date where boxes are checked and files are destroyed as required.

Inactive records kept in long term storage are **not** the responsibility of the College Archives or the Records Manager. They remain the responsibility of the department that generated them while in long term storage.

David Obermayer 1/7/2020