How to Determine If College Records Should Be Put in Long Term Storage

Some College records need to be kept for longer than they are being actively used by a department. Those records should be transferred to College Archives if they have "enduring historical value." If you are unsure if your records should go to the College Archives email the College Archivist (archives@swarthmore.edu) and ask. Inactive records that need to be kept long term but should *not* go to the College Archives can be kept in one of the long term storage locations on campus such as in the basement of Parrish Hall.

1. Determine if your records are no longer being actively used. A college record does not need to be used in your day to day work to be considered still in active use. If you are keeping a record to refer to for future projects, for example, then the record is still technically active. A record becomes officially "inactive" once it is no longer required for the work of your department in any way.
2. Once the record becomes inactive, determine for how long you will need to keep the records. The MAJORITY of college records can be destroyed once they become inactive.
3. Exceptions to the above apply if:
   a. There is a legal hold placed on your department's records (please contact the Office of General Counsel if you think there may be a legal hold on your records.)
   b. There is a law or regulation governing your records that requires them to be held beyond the period of time that they will be actively used by your office.
4. If your records fall within these criteria contact the College Records Manager for access to a secure long term storage facility.
5. If the records are paper, follow the guidelines on How to Prepare Inactive Records for Long Term Storage found in the handouts section of the Records Management website.
6. Remember records in long term storage are still the responsibility of your department. The College Records Manager is not responsible for packaging, labeling, moving or maintaining these records.

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