

Records Storage Guidance

The Records Storage Facility provides medium to long term storage for records that are no longer in active use, but need to be kept for a specified retention period prior to their destruction. Not all records will be suitable for sending to the Records Storage Facility. Space is limited and needs to be protected accordingly. By following these guidelines we can continue to provide a long term cost effective storage solution for the University.

Please use the following checklist to review whether your records will be accepted, or if an alternative storage solution may be more appropriate.

Checklist for depositing Records Boxes:

1. Records being sent to storage are listed in a Records Retention Schedule
2. A destruction date is assigned and prior approval is given for the records to be destroyed by the storage team at that date provided
3. Records are appropriately stored within the standard records archive box listed

Records not accepted into the Records Storage Facility

a) Do your records exist in electronic format?

If an electronic version of the record exists, why do you need to keep the original? Electronic copies of documents are still a record, and can be kept with the added benefit that they are backed up by our servers and can be recovered if required. Generally you do not need to keep paper records if the record exists as an electronic record elsewhere.

b) Can your record be scanned and stored electronically?

If your records can be scanned for the duration of their retention period then it may be more cost effective than allowing the records to take up valuable storage space.

c) Are your records a duplicate or a copy of an original held elsewhere?

Only original or master records are to be kept in the Records Storage Facility.

d) Are your records of historical value to the University and do they need to be kept indefinitely?

Your records will need to be kept by Manuscripts and Special Collections

e) Will you need to have regular access to these records in the near future?

If you will need to access these records regularly on a monthly basis or more, this is not the most cost efficient storage method for records. The retrieval service is cost free to Schools and Departments, but it still costs the University money in terms of staff, transport and logistics.

If you answered 'yes' to any of these questions then your records will not be suitable to be stored in the Records Storage Facility.

Please contact your Records Officer or the Information and Records Manager for further guidance:

<http://www.nottingham.ac.uk/governance/records-and-information-management/contact.aspx>

Assigning a Destruction Date

Records will only be accepted into the facility if they have a destruction date assigned. By assigning a destruction date and depositing the records into the Records Storage Facility you are providing prior approval for the Storage Team to proceed with destruction at that specified date.

Do you need some help to determine how long your records should be kept?

If you are not sure how long you need to keep your records please contact the Information and Records Manager for assistance. Only put records into storage if you are confident of what they are and how long we need to keep them.

Once you have determined that your records are suitable for sending to the Records Storage Facility, please ensure they are boxed in accordance with these following conditions:

How to prepare records for long term storage

Records will only be accepted in standard-sized archive boxes. Please use:

Banner Archive Storage Box With Lid 250x327x387mm Brown Ref 9390002



1. If possible take files out of folders, ring binders and box files to make best use of box space.
2. Do not overload boxes. If you cannot lift the box with relative ease, then it is too heavy.
3. The lid must always lie flat.
4. Do not write anything other than the reference number and the destruction date on the box.
5. Never use sticky tape or glue on boxes or attach labels. They will dry up and peel off within a very short period of time and then fall off the box. We have seen this time and time again.
6. Store "like" material with like. Try to avoid mixing different types of records with different retention periods in the same box, as this may lead to some records being kept for longer than necessary. How long each box will be kept will be based on the longest retention period of the material in the box.

If your box does not meet these criteria, it will be rejected on collection by our collection team and left for repacking.