Pennsylvania State Archives
OA- Office of Continuity and Records Information Management

Records Move Planning

April 2020

CONTENTS

Moving records is an essential part of successful office relocations or remodels. Moves often present special logistical challenges to access, security, and integrity of records. However, moves also provide unique opportunities to organize and rethink they way records will be stored and accessed in the future.

While it may be difficult to continue normal daily routines while preparing to relocate, early preparations and strategic planning can mitigate much of the unpleasantness associated with office moves.

Following these tips will:

- Reduce the volume of records to move.
- Lower moving costs.
- Improve control over records and information.
- Identify confidential or fragile materials that need special handling.
- Lower stress among staff and stakeholders.

Waiting until after the move can result in:

- Wasted funds, time, and effort.
- Lost, misplaced, or abandoned records.
- Potential security breaches.
- Accidental destruction of official records.
- Less productive staff.

As state employees we all have a responsibility to manage our records, whether they are kept permanently or just for a pre-determined length of time. This guidance is designed to help you plan your next move by outlining records management considerations *before* the move, making your relocation more successful and efficient.

For more information on any of the policies or resources listed in this guide, visit the Pennsylvania State Archives website or the Office of Administration's Records Management website.

1. CONTACT THE AGENCY RECORDS COORDINATOR

An agency records coordinator is the contact/liaison person between your office's staff, management, overall move coordinators, building managers, and anyone else involved in your move. The records coordinator should meet with management to discuss move preparation needs, then with representatives from each unit moving to look at what will be needed for them and why. Each unit should develop or review their current filing systems or file plans, and update or improve on them before the begins.

The records coordinator should identify what information or assistance may be provided by the Office of Administration and State Archives staff in terms of guidance or training. Additional items to consider include:

- Identifying move dates and which unites will move to what spaces.
- Identifying the number of work spaces assigned to each unit.
- Identify the volume of active records that need to move.
- Identifying the type of filing equipment designated to each filing rom.
- Identifying the number and location of other non-workstation filing equipment.
- Identifying the label, number, or color scheme being used for moving boxes and equipment from the old location to the new location.

Depending on the scale of your move, it may also be useful to assign one staff person in each unit or work area to be a liaison between the records coordinator and staff.

2. DEVISE A TIMETABLE

Timetables should include information regarding what steps are needed before the move occurs, the person responsible for those steps, supplies needed to complete step, start date, estimated completion date, and any additional notes. Refer to the Reference Checklists for Senior Management and Agency Record Coordinators (see Appendix I and II in this guide) for suggested timeframes. It may be useful to include:

- Meeting dates with space planners
- Equipment, supply and furniture orders
- Record inventory dates
- Records shred or recycle dates
- State Records Center transfer dates
- State Archives appraisal and transfer dates

- Space planning timelines
- Unit move dates
- Unpacking timelines

Be reasonable in scheduling time to complete activities, and keep in mind that staff will need probably not be able to dedicate all their time to records move planning.

3. PLAN THE NEW SPACE

Planning your new space gives you a chance to improve the way your records are stored and accessed. As you plan the space, consider the following issues to determine records placement:

- Usage- Who will use the records, how frequently, and for what purpose? Are there multiple users? Are these records used internally or distributed to the public?
- Volume- How much space is needed for records storage? Do all records need to be in the same location or split between multiple areas?
- Security- Records with restricted access (confidential personnel, financial, or other information) or valuable records requiring special protection may require special placement and equipment.
- Environment- Some records may require special storage conditions with specific temperature and humidity controls. Also consider if there are any spaces in the new area that are hazardous for records including under pipes, near spaces with food, or in high traffic areas.
- Central files- Would your office benefit from having files in a centralized location? If you have a centralized file location, determine the location of active and inactive records, as well as non-records (technical reference materials, duplicate publications, forms, etc.)
- Equipment- Is there any specialized equipment needed to access the records like computers, telephones, or microfilm readers? Records may need to be located near a power supply or in a space large enough to open large volumes or rolled drawings.

Other planning considerations include:

- Check engineering drawings to see if floors can support the wright of the records and filing equipment.
- Plan your space to allow for growth- consider your annual accrual rate and plan for the number of active years you need on hand. Keep in mind that office typically grow at a rate of about 25% annually.

- Determine what will be maintained electronically and who will be responsible for maintenance.
- Order the appropriate equipment and verify the order.
- Plan a "reference area" where staff can review records.
- Plan a "staging area" where records can be prepped for filing, disposal, or scanning.
- Plan where electrical, telephone, and internet outlets need to be for equipment.
- Plan sufficient space and equipment for oversized items such as maps, or non-paper items such as videotapes, electronic media, or microfilm.

It is also useful to consider what records storage/access arrangements in your office are currently working or not working well and try to repeat/avoid these conditions as much as possible.

4. CHANGE RECORDS CUSTODY

If your unit if moving from one agency to another, it is important to document the chain of custody from the originating department to the new one. This means that each agency has to agree to the transfer of custody of the records. If this is the case, have the current Agency Records Coordinator contact the new Agency Records Coordinator to plan for the records custody transfer, and to make sure all applicable retention schedules are updated and filed with the Office of Administration.

Record stored at the State Records Center and off-site storage must be addressed also. Have your Agency Records Coordinator contact the State Records Center or off-site records managers to arrange custodial transfer of records to the subsuming department, and to provide copies of records transfer lists for agency use.

5. CONSIDER ACCESSIBILITY AND SECURITY DURING THE MOVE

As government employees, we do not have the luxury of denying public records requests. We can't put off litigation or Right to Know requests due to not being able to access our records either. This is one of the biggest records challenges during a move. It may be tempting to treat boxed records like furniture, but they are not! They require special handling and tracking to make sure information is not lost or misplaced. It is also critical they remain accessible and secure throughout the move.

Before packing, labeling and inventorying the records, determine your access needs:

- What is the probability of needing access to these records during the packing, move, and unpacking of the files?
- If access will be needed, what indexing information do you need on the labels and inventory listings to aid in access?
- If records need to be accessed, do you have the space and time to allow for the following until your move date?
  - Not stacking boxes.
  - Not putting lids on boxes.
  - Not sealing boxes with tape or anything else.
  - Not palletizing boxes.
- Are there electronic or microfilm copies of paper records that we can access instead during the move process?

Ensuring security of records during a move is also critical. Knowing your records arrive at the new location is not enough- they need to arrive intact and uncompromised, and this needs to be a verifiable process. In order to ensure security:

- Determine which records are confidential and which are not, including those containing Personally Identifiable Information (PII), Protected Health Information (PHI) and Protected Education Information (PHE). Your Agency Records Coordinator can help identify what records are confidential.
- Determine and implement any special state or federal requirements needed for particular record types during the move process.
- Determine if boxes, containers, or trucks need security seals, and develop a process to log and verify seals. Do not assume that trusted staff will be handling the move of confidential records.

6. LOCATE APPLICABLE GENERAL AND AGENCY RECORDS SCHEDULES

Be aware that you cannot arbitrarily dispose or throw out records you no longer want. The Pennsylvania State Archives and the Office of Continuity and Records Information Management works with each agency Records Coordinator's to identify record series and retention periods and creates the Commonwealth General Records Schedules, Manual 210.9, and Agency Records Schedules to guide you in the disposition of your records. These retention periods take the guesswork out of retention and apply to all records regardless of type, including paper materials, digital files, and email.

Contact your Agency Records Coordinator or the State Archives to help identify all retention schedules that apply to your unit or office. Also, review the Commonwealth General Records Schedule and/or your bureau file plan to become familiar with the disposition of routine office records that are probably in your area. In most cases, you may be holding copies of general schedule records that are officially filed elsewhere, making your copies disposable.

Your Agency Records Coordinator can help you:

- Determine what records are in your unit.
- Identify any records management training that may be beneficial for you to take.
- Help you identify official records from copies.

If you know of your move well in advance, take the opportunity to review your relevant retention procedures and see if it reflects your needs and complies with current state and federal regulations. If changes need to be made to shorten or lengthen record retention periods, contact your Records Coordinator. Your Records Coordinator can work with your agency management, the Office of Administration, and State Archives staff to update your record schedules well in advance of your move, possibly allowing additional records to be disposed of if retention is shortened.

You need a retention schedule revision if:

- The total retention period needs to be lengthened or reduced.
- Your business processes have changed, deeming the records unnecessary.
- Records are not listed on a agency retention schedule or general retention schedule.
- Records creation or maintenance has moved to a different bureau or agency.
- Records are listed on the schedule that you no longer create or maintain.
- Records descriptions on the schedule need to be updated.

7. INVENTORY RECORDS ON HAND

Moving only what needs to be moved will save time, money, and effort. It will make it easier to find records you need once you've moved. Inventorying records before the move will help identify which records need to be maintained, what can be disposed of, and which can be moved to an offsite location such as the State Records Center or State Archives.

Remember that not all records are paper. According to *Management Directive 210.5* a record is defined as:

"Information, regardless of physical form or characteristic, that documents a transaction or activity of an agency…the term includes documents, papers, letters, maps, books, tapes, photographs, film or sound recordings, information stored or maintained electronically, and data- or image- processed documents."

As you go through your record materials, you should identify and decide how to handle:

- Duplicate records
- Related records
- Missing records
- Fragmented records
- Damaged or fragile records

For each unit moving, identify the following:

- Who is responsible for the records?
- What formats are the records in?
- What is the location of all the records (include work stations, central filing areas, closets, storage areas, and empty offices)?
- What are the records? Name the records according to existing Retention Schedule item number and record series titles.
- What is the volume of records?
- What records are kept in binders or other odd-sized folders?
- What records are past due for destruction?
- Are the records active or inactive?
  - Active records are those you use on a daily basis, and may include items such as open invoices, current contracts, and active projects.
  - Inactive records are those you do not need on a regular basis, such as completed projects or closed contracts.
- What inactive records can be transferred to the State Records Center? See Section 12 in this guide for more .
- What records have met their retention and may have historical value? State Archives staff should be called to appraise these records.
- What records will be needed first after the move?

8. IDENTIFY ESSENTIAL RECORDS

Essential records are those that are critical to the functions of your agency during and after an emergency. These records are also essential to the protection of the rights and interests of your agency and of the individuals for whose rights it has responsibility. Loss of essential records could result in:

- Disruption of essential public services.
- Exposure to unplanned expenses of financial settlements of loss of revenue.
- Increased vulnerability to litigation.
- Loss of productivity due to gaps in information.

Note: *Essential records are identified on the General Records Schedule and your Agency Records Schedule. If you are unsure of what records in your office are essential, contact your Agency Continuity of Operations Plans Coordinator (COOP) for assistance.*

Essential records are sometimes stored outside of regular file areas in secure on and off-site locations. Be sure to identify all essential records in each unit before the move and make sure they are labeled essential. Be extra careful when considering the accessibility and security of these records during your move. Moving boxes containing essential records should be clearly marked and never stored in an area where they could be damaged such as:

- Near water or fire hazards such as under pipes or open windows.
- Areas accessible by the public.
- High traffic areas.
- Areas where food or drink is present.
- Any space where boxes or individual files could accidentally be misplaced or mixed in with non-essential records.

After your move is complete, take care to re-inventory your essential records to ensure that nothing has been misplaced or destroyed. When essential records are unpacked, consider clearly marking their location by putting a label on their cabinet, door or box. Likewise, note the location of all essential records on all emergency/disaster plans so that emergency personnel can locate and protect these records in any future situations.

9. SEPARATE NON-RECORDS FROM RECORDS

It may seem easier to box up all the non-record materials in your filing cabinets and book shelves, but the reality is that the costs of the move will be higher. If the materials are not designated records and no longer useful to your agency business, recycle them before moving.

Non-record materials, including personal papers, duplicate copies of publications or forms, and technical reference material, should be separated and kept apart from official records. If staff are keeping personal records in their work spaces, they should be instructed to take these materials home and not box them up to move to the new space.

For non-record materials:

- Weed superseded or obsolete items, including technical reference materials.
- Reports, manuals, and other publications created by Pennsylvania state government agencies should be offered to the State Library if not already provided.
- Don't keep non-records materials for sentimental reasons. If you have not touched it in over six months, get rid of it!

Non-record materials can include:

- Reference materials
- Catalogs
- Newspapers
- Magazines
- Phone books
- Personal papers
- Blank forms
- Publications
- Technical reference materials
- Convenience copies

Once you have separated your record and non-record materials, you will be able to dispose of your files per the General and Agency Retention Schedules, move inactive files to offsite agency or State Records Center storage, and purge your work areas of non-record materials.

10.   DISPOSE OF COPIES

A copy of a record is not an official commonwealth record and can be thrown out at any time.

It is easy to print out emails received or sent, copies of budgets or contracts, and other documents which exist in digital formats. If you are not the official record keeper for the printouts you have, verify that yours are copies and recycle or shred them. Remember, copies of records are *not* official records and may be disposed of at any time. Copies may include:

- Printouts of emails already stored online.
- Printouts of digital documents made for convenience or reference use.
- Courtesy copies of documents created and maintained by another office, bureau, or state/federal agency.

11. DISPOSE OF RECORDS THAT HAVE MET THEIR RETENTION

Time and money are wasted moving records that are no longer needed and have met their designated retention periods. Moves and reorganizations are fantastic opportunities to dispose of records that have met their retention date. Before disposing of records, check with your Agency Records Coordinator and office manager/division chief to identify any items needing to be retained due to ongoing investigations, litigation holds, audits, Right to Know requests, pending retention schedule changes, or other special circumstances.

- Designate a person in each unit or workspace to oversee shredding and recycling activities.
- If possible have staff make retention decisions by the folder or box. Going through a folder that is clearly labeled and organized page by page is a waste of staff time and most records will have the same retention anyways.
- Organize a "Records Purge Day" and contact vendors to provide shred and recycling bins.
- Coordinate the recycle pick up with your building/facility recycling schedule.
- Have Agency records Coordinators and records custodians available on your records purge day to answer questions concerning what records are eligible for destruction and to complete an STD-62 – Records Disposal Report.

12. SEND INACTIVE RECORDS TO STORAGE

For records that are no longer active but have not met the end of their retention should be prepared for transfer to an appropriate off-site storage location. Using off-site storage frees up valuable space, improves efficiency and productivity, and reduces operational costs. Ask your Agency Records Coordinator what agency records storage locations are available for inactive records that have not met the end of their agency retention periods. Records that have designated State Records Center retention can be transferred there once their agency retention period ends.

Note: *Plan extra time to transfer records to off-site storage locations or the State Records Center. This step usually involves amending agency record schedules, completing transfer lists,*

coordinating moves with DGS, and other time-intensive processes that cannot be completed quickly.

- Check the General Records Schedule and your Agency Records Schedule to see what records have State Records Center retention.
- Contact your Agency Records Coordinator to find out if there are any agency or vendor storage locations for non-Records Center records.
- Determine the amount of records being transferred and number of boxes to be ordered.
- Order boxes through the designated statewide vendor.
- Separate records into individual record series before boxing up.
- Determine a filing method and naming convention that is easy to understand for retrieval purposes.
- Remove duplicate copies and non-record materials.
- Organize records in a logical order (e.g. alphabetical, chronological, numerical, etc.)
- Box up the records
  - Pack files in the box with file label facing the front of the box. Do not overstuff boxes.
  - Pack the files in the same order as they are in the filing cabinet or shelves.
  - If barcoding, place that label on the front end of the box below the handle.
- Complete a Records Transfer List (STD-59 form) and submit it to your Agency Records coordinator for approval.
- When the Records Transfer List is approved, contact your Agency Records Coordinator to schedule a pickup or shipment date to the State Records Center or off-site location.

Standard Record Center boxes (15"x12"x10") can be ordered from Edwin Bell Cooperage Co.; BDA Bell Containers; DGS Statewide Contract #4400018650 Line Item 2' material/item #131454. This vendor is P-Card enabled, Commonwealth P-Card holders may contact the vendor directly at (412) 221-1830 or via email at dawn@bellcontainers.com to place their order. You will need to provide the vendor with the quantity, item number #131454, shipping address, and contact information.

13.   REVIEW ARCHIVAL RECORDS WITH STATE ARCHIVES STAFF

Some records are designated for "archival review" (Disposal Code 2) when they meet the end of their retention period. These items must be reviewed by State Archives staff cannot be thrown out or destroyed without the permission of the State Archives. If you locate inactive records that are past retention, contact the State Archives to schedule a review.

Records that archives staff identify as "archival" (historical) are to be transferred to the State Archives for permanent retention. These records become the property of the State Archives but

are always available to agency staff for research and reference. Records that are considered archival can also be transferred to the State Archives before they have met retention if they are not actively being used by the agency.

Typical archival records include:

- Executive-level correspondence and subject files
- Policy and procedure records
- Studies and operational plans
- Meeting minutes and related materials
- Reports and publications
- Press releases
- Memorabilia (photographs, scrapbooks, films, special event items, etc.)
- Regulation files
- Deeds for agency property
- Any records created before 1950

Archival records make up only about 1-2% of all Commonwealth records, but these are the most important materials to document the history of the state. If you suspect you have archival or historically significant records, don't hesitate to call the State Archives and handle these records with extra care. Records from your agency that have been transferred to the State Archives in the past are listed on the archives website.

14.   COLOR CODE UNITS FOR MOVING

When determining placement of records and non-records into new areas, consider assigning a color code for each unit being moved. Color coding can be used by movers and staff to quickly identify locations and should be used on the box or card labels to aid in location placement.

Once colors are assigned, determine which areas each unit has materials to move to. The areas may include:

- Work stations
- Centralized active filing areas
- Centralized inactive filing areas
- Non-records areas, including technical reference materials.

The records coordinator should:

- Determine if boxes or carts will be used to move the records (cards can be shrink wrapped to keep files in place during the move.
- Determine the number of linear or cubic feet of records to be moved and order boxes accordingly if they are not already on hand.

Records custodians within each unit should:

- Prepare records for packing:
  - Identify and separate files according to record series
  - Place files in the correct order that they should be arranged on the new shelves or filing cabinets.
- Pack files in order within boxes or cards. Do not overstuff boxes as they will not close properly during the move, can damage records, and make it difficult to remove record from the box later. During the packing process, leave boxes open for accessibility if needed.
- A box inventory should be included in each box if you anticipate specific files will need to be accessed before unboxing.
- Fill out a color-coded box/cart label. At a minimum include the following:
  - Box or cart number- the box or cart number for records in this grouping in the order they need to be placed (i.e. box 1 of 3).
  - Record name and/or description
  - Destination- put the destination location where records will reside (work station number, office, filing room, etc.)
  - Employee name- if applicable, include the employee name of the work station records are going to, or the person responsible for the records.
  - Central file location- if applicable, include the central file location number, the filing cabinet or shelving unit number, then drawer or shelf number.
- Inventory all boxes for each unit, create an inventory sheet with all the information captured on the labels and include a check off column to be used after records are moved.
- Place label on outside of box under the handle or on the cart near the handle.
- On the day before the move, put lids on the boxes, shrink wrap carts, and palletize boxes (if necessary). Before to color code all cards and pallets using the same scheme as the boxes.

16. MOVE, UNPACK, AND ORGANIZE RECORDS

- Designate individuals to be present in each unit of the new facility (especially at each central file location) to oversee and coordinate the placement of pallets, boxes, or cards into the correct area.
- As records are removed from boxes or cards and placed in filing cabinets or shelves, check off the records from the inventory sheet for that unit. Check to make sure all boxes and cards were received and unpacked
- If any records are essential or confidential, make sure they are unpacked in a secure area.
- Double check to make sure all essential and confidential records have arrived safely and were not opened or otherwise compromised during the move.
- Break down boxes and work with the records coordinator to remove empty pallets, cards and moving boxes as soon as possible to keep the area uncluttered.

17. KEEP RECORDS ORGANIZED POST-MOVE

Once the move is complete and staff have settled in, take the opportunity to schedule a regular (or annual) records clean-up day with the Agency Records Coordinator. Dedicate a date and time to:

- Purge obsolete records and non-records
- Have shred and recycle bins available for destruction.
- Box up inactive records and send them to the State Records Center or offsite storage.
- Attend trainings on records management issues.
- Make sure files are in order and document any lost or misplaced information.
- File all interfiles and back-logged items.
- Check filing equipment for functionality.
- Check to see if shelves and cabinets are doing a good job of protecting records from wear and tear.
- Make sure record inventories or file plans are still accurate.

Hopefully your move inspired you to reorganize records and improve your access and procedures! Contact your Agency Records Coordinator or State Archives staff for professional advice on records management questions and concerns, recommended improvements to your record keeping practices, and a listing of training dates and subjects.

APPENDIX I: CHECKLIST FOR SENIOR MANAGEMENT

Agency – 2 ½ to 3 years prior to move, Office/Bureau - 1 ½ to 2 years prior to move:

I. Check for stored boxes of inactive old paper records, microfilm, etc.:
   a. Closets, mezzanine, basements, stairwells, storage units, etc.
   b. Contact the Agency Records Coordinator (RC). Don't know who that is? Reach out to OA-OCRIM at OA, Enterprise Records Management or the PA Historical Museum Commission (PHMC) at Email records management staff.
      i. If the records are past retention and not needed, work with RC to:
         1. Determine if record contains personal identifiable information (PII).
            a. If so, contact the document shredding vendor on contract for shredding bins.
            b. If not, RC should complete a Records Disposal Report – STD_62 prior to the business area disposing of the records.

Agency – 1 ½ to 2 years prior to move, Office/Bureau - 1 to 1 ½ years prior to move:

II. Check for stored inactive records:
   Note: What are inactive records? Records that are not referenced on a weekly or monthly basis.
   a. File cabinets, rolling libraries, unoccupied cubes, etc.
   b. Are the records on an RRDS or File Plan?
         1. Is there enough space in the new office area to accommodate all file cabinets for inactive records?
         2. If not enough space in new area, can inactive records be digitized?
      ii. If yes to digitization, how will the task be accomplished prior to move?
         1. Is there enough time to digitize prior to the move?
         2. Do you have the budget to digitize?
         3. How will you digitize? (e.g. Contracted vendor, Dept of Revenue, TCP's, etc.).

Agency – 1 year prior to move, Office/Bureau - 1 year prior to move

III. Active records in file cabinets
   Note: What are active records? Records that are referenced on a daily or weekly basis.
   a. Are the records on a RRDS or File Plan?
   b. Are the records duplicates? Only originals need to be retained.
   c. What is the retention? Can an operational purge be conducted prior to the move?
   d. Is there enough space in the new area for all the filing cabinets?
      i. If yes, do you want to take them all?
      ii. If no, is there a portion (or all) of the record series that can be digitized?

IV. Active records that are partial hardcopy and partially digitized
   a. What is the purpose of the hardcopy portion (temporary, original signatures, not sure, etc.)?
   b. Does the hardcopy portion need to be retained?
   c. What is the volume of hardcopy records and does it contain PII?
   d. Can the hardcopy portion be digitized?

APPENDIX II: CHECKLIST FOR AGENCY RECORDS COORDINATORS

Agency – 2 ½ to 3 years prior to move, Office/Bureau - 1 ½ to 2 years prior to move:

V.   Check for stored boxes of inactive old paper records, microfilm, etc.:
   a.   Closets, mezzanine, basements, stairwells, storage units, etc.
   b.   Look at the agency records retention and disposition schedule (RRDS) and your bureau File Plan from the RC. Check to see if the records are on the RRDS or File Plan.
   c.   Check the Commonwealth's General Schedule to see if the records are on it. The CWOPA General Schedule is found at M210.9-Commonwealth of PA General Records Retention and Disposition Schedule.
   d.   Dispose of non-records and personal documents.
   e.   If the records are on a RRDS:
      i.   Follow the retention and disposition instructions as identified on the schedule.
      ii.   If the retention and disposition does not meet the current business need, work with the RC to amend (e.g. updated description, retention, title, etc.) the record series as needed.
   f.   What if the located records are not on the agency File Plan or agency and/or general RRDS?
         DO NOT dispose of the records. Contact the business area to review the records.
      i.   If the records are still needed, work with agency RC to add the records to the agency RRDS.
         1.   Determine the legal and/or business need.
         2.   Determine the volume of records.
            Note: A State Records Center box = 1.5 cu.ft.
         3.   Determine file arrangement for retrieval.
         4.   Determine retention timeframe:
            a.   In the agency.
            b.   At the State Records Center (SRC).
      ii.   To transfer records to the SRC, RC should:
         1.   Add the records to the RRDS.
         2.   Work with procurement staff to order SRC boxes and materials needed to box records (e.g. folders, rubber bands, markers, etc.).
         3.   Work with business area to box the records and complete appropriate Records Transfer List – STD-59.
         4.   Work with the SRC to schedule the records transfer.
      iii.   If the records are not needed, work with RC to:
         1.   Determine if record contains personal identifiable information (PII).
            a.   If so, contact the document shredding vendor on contract for shredding bins.

     b. If not, RC should complete a Records Disposal Report – STD_62 prior to the business area disposing of the records.

Agency – 1 ½ to 2 years prior to move, Office/Bureau - 1 to 1 ½ years prior to move:

VI.   Check for stored inactive records:

    Note: *What are inactive records? Records that are not referenced on a weekly or monthly basis.*
    a. File cabinets, rolling libraries, unoccupied cubes, etc.
    b. Are the records on an RRDS or File Plan?
        i. If yes, does the description and retention need to be amended to accommodate storage at the SRC?
        ii. If no, see I(f.) above.
            1. If no update is needed, is there enough space in the new office area to accommodate all file cabinets for active and inactive records?
            2. If not enough space in new area, can inactive records be digitized?
        iii. If yes to digitization, how will the task be accomplished prior to move? *See PHMC Scanning Guidance Leaflets.*
            1. Is there enough time to digitize prior to the move?
            2. Do you have the budget to digitize?
            3. How will you digitize? (e.g. Contracted vendor, Dept of Revenue, TCP's, etc.).
            4. Inhouse Digitization:
                a. Can staff do without records during digitization?
                b. Where will the digitized record be stored?
                c. Who needs access?
                d. What is the file arrangement?
                e. What is the naming convention?
                f. How will the document(s) be prepped?
                g. What will the Q&A process be?
                h. Determine how long to keep the hardcopy?

Agency – 1 year prior to move, Office/Bureau - 1 year prior to move

VII.   Active records in file cabinets
    Note: What are active records? Records that are referenced on a daily or weekly basis.
    a. Are the records on a RRDS or File Plan?
    b. Are the records a duplicate copy? If so, they can be purged.
    c. What is the retention? Can an operational purge be conducted prior to the move?
    d. Is there enough space in the new area for all the filing cabinets?
        i. If yes, do you want to take them all?
        ii. If no, is there a portion (or all) of the record series that can be digitized?

      iii. If yes to digitization, see II(b)(iii) above.

VIII.   Active records that are partial hardcopy and partially digitized
    a. What is the purpose of the hardcopy portion (temporary, original signatures, not sure, etc.)?
    b. Does the hardcopy portion need to be retained?
    c. What is the volume of hardcopy records and does it contain PII?
    d. Can the hardcopy portion be digitized?

IX.   Electronic Records
    a. Be sure records are not located on a PC that will not be moved to the new space. Desktops and C-drives do not transfer with employee profile.
    b. Encourage staff to copy URL's for systems they reference frequently onto a back-up word document for ease of reference.
    c. Encourage staff to clean out and organize email.