

## **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.