| **Records Risk/Damage Situation Report #2** |
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| * 1. **Report prepared by:** |
| * 1. **Date report prepared:** |
| * 1. **Preparer’s contact details:** |
| * 1. **Date and time of incident:** |
| * 1. **Records involved (Description, volume and date range):**   We have approximately 50 cubic feet of potential record material stored in filing cabinets and varying sizes of cardboard boxes in Room 415. The program director over the area has ordered her administrative assistant to recycle all of the material as soon as possible. No one has reviewed the documents to determine whether they are records and whether they have already met their approved records retention periods. Many of the boxes of records are open, and the records are subject to fading from light coming in from windows in the room and to dust from the air and from other items stored in the room (vacuum cleaner). Some boxes of records are stored on the floor and under furniture. It would be easy for documents to spill out of the open boxes, and it would be easy for unauthorized personnel to access any information in those boxes. The exact types of records are not known, but other staff report that the files may include the records of the previous program director, contractor personnel files, budget information, and program planning information, reports, and data. |
| * 1. **Records’ maintaining office and POC:**   Program Office, Department 1234, Jayne Deaux, jane.deaux@agency.gov, 555-234-0123 |
| * 1. **Description of incident:**   I was informed by Program Director Dee Struct that she has ordered her administrative assistant, Jayne Deaux, to obtain a number of large, wheeled recycling bins so that Jayne can begin removing records from room 415. The Director wants all paper records in room 415 be destroyed immediately so that the room can be remodeled and used for meeting and working space. Because the material stored in the room may be record material, and could potentially include permanent records, I believe the records are at risk. The material in room 415 has not been inventoried and has not been examined to determine its record or nonrecord status. |
| * 1. **Location:**   Room 415 |
| * 1. **Security risks:**   Boxes of open records are unsecured. Staff report that old contractor personnel files may be stored in the room. |
| * 1. **Actions taken to safeguard/retrieve/reconstruct records:**   I have contacted Jane Filesalot, my Regional Records Liaison, and am compiling this information at her direction. She and I have approached Jayne Deaux to let her know that the potential records must be reviewed before they can be destroyed, and Jayne is scheduled to attend our records contact training next week. Jane Filesalot has an appointment tomorrow to brief Program Director Dee Struct on the situation, and we will work with Jayne D. to create a timeline and plan to inventory, review, move, and disposition the records accordingly. |
| * 1. **Safeguards established:**   Records awareness training could help local staff and managers recognize the importance of securing and maintaining records. Continued work to complete the program-wide records inventory and establish recordkeeping systems will also help, as will the creation of designated physical and virtual storage spaces for official records. |