

Job Aid #1b: Removing Paper Records that are At Risk

1. **Evaluate condition** to be sure records are safe to review.
2. **Photo-document** visual issues to include relevant information about the image such as time, date, photographer, and what it is you are documenting.
3. **Identify a pre-designated secure space** where records can be transported.
4. **Do Not Break Up a Records Series** and be sure to maintain original order.
5. **Create a Records Inventory List** for each container (or filing cabinet) of records to be removed.
6. **Label the front of each box** with series, title, and dates.
7. **Place the Box List** (for the entire series) in container 1 of the series.
8. **Plan, Prepare, Track and Transport** records to the designated secure site.