#### National Archives and Records Administration

Federal Records Management Level 1: Disposition

Module 2: Store Records On-Site Participant Guide

# Module 2: Store Records On-Site

## Module 2 Checklist

* Complete this online module.
* Take time to locate and review your agency’s policy and guidance for on-site records storage.
* Contact your Records Liaison Officer or agency records network with any storage questions or concerns.

# Live Class Session 2: Store Records On-Site

## Module Goal and Objectives

* Given a set of records, you will be able to ensure they are stored on-site in keeping with NARA guidance.
  + Discuss the importance of storing permanent records properly
  + Ensure permanent records, temporary records, and non-records are separated
  + Advocate for proper maintenance of paper records
  + Advocate for proper maintenance of electronic records

## Review: Types of Information – Notes

## Practice: 4 Degrees of Separation – Notes

## Separating Files at Your Agency – Notes

## Intellectual Control and Physical Environment – Notes

## Electronic Records Storage – Notes

## Advocacy: What can you do?

Advocacy Questions to Ask

* What is the issue?
* Who is affected by the issue?
* What are the possible consequences of the issue?
* What are the proposed remedies?
* What are the possible challenges and solutions to addressing the issue?

## Advocacy – Practice Scenario

Many old electronic files are stored on 3.5 inch diskettes. The diskettes are stored in boxes, which are stacked on the floor in the basement alongside cleaning supplies and discarded furniture.

You note that the diskette labels have some brief titles, such as Director Correspondence and Budget Memos. However, the diskettes and storage boxes do not display any other details about the files. There is no mention of the records on any inventory you can find.

## Assignment

* Locate and review your agency’s storage policies and procedures for analog and digital records.
* Find out how your office is currently storing its records. Are there any storage issues that need to be addressed?