



### Storage Room Condition

- Room is clean and free of trash
- Storage area is adequate for amount of records being stored
- Room is not used to house anything other than records
- Storage room is accessible
- Storage room is secured

### Storage Room Safety

- Any free standing shelves a Records are stored within shelves with no overhang
- Storage room has adequate lighting
- Fire detection system present

### Storage Boxes

- Banker boxes are used to store records
- No signs of damage to storage boxes such as water, rodent, or broken down boxes)
  - Increase storage room safety and security
  - Seek more appropriate storage options
  - Organize box contents and remove clips, binders, etc.
  - Replace or repair unsafe shelving
  - Remove and shred boxes past retention time

An audit report will be emailed to the location department head and the custodian of record following the audit. The site can request an onsite storage assistance and training.