



# Year Round Records Management Tips: Working Towards Enduring Records Preservation

## MAY TO JUNE

## JANUARY TO APRIL

- Conduct a Records Census (inventory all in-office records and off-site records storage locations).
- Update records indexes and finding aids.
- Prepare and box records for scheduled disposal and destruction.\*
- Ensure records are stored in correct sized containers made of appropriate material.
- Make certain that records containers are stored up off the floor and are above the bottom racks of your shelving units.
- Complete an inventory of Disaster Management Kits and replenish items as necessary.

- Clean records with non-destructive, natural cleaning agents. Avoid chemicals, including those that say they are "safe" for records. \*\*
- Deep clean interior of storage spaces and keep food, drink, water and all chemicals away from records.
- Maintain exterior of building by cutting bush and tree limbs and removing trash (ideally, do this as often as possible).
- Clean all building and property drains and roof gutters to avert flooding.
- Update security plans, disaster plans and business continuity plans.
- Schedule remedial and preventative pest extermination.

## JULY TO AUGUST

- Have air conditioners thoroughly cleaned and serviced.
- Schedule respective vendors to evaluate and service smoke detectors, fire alarms and water alarms.
- Check all overhead and exposed water pipes for integrity and potential points of failure.
- Engage trained professionals to inspect, service and re-commission fire extinguishers and fire suppression systems.
- Communicate with the Archives and Records Management Unit and other responsible Government agencies about your preparedness activities.

## SEPTEMBER TO DECEMBER

- Scan and digitise records (all media types) to increase physical working and storage space.
- Use external/detached, solid state hard drives or LTO tape.
- Store hard drives in waterproof containers which are then stored in "fireproof" safes at secure locations above sea level.
- Where possible, use specially lined storage enclosures to house media and devices carrying sensitive or irreplaceable data.
- Budget for RIM equipment and supplies for the upcoming year.



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\* The terms "disposal" and "destruction" should not be considered synonymous. In either case, following prescribed retention schedules is essential.

\*\* Be sure to discuss with a trained records professional what cleaning agents are safe to be used for sanitizing records.