Off-Site Records Storage Policy
December 11, 2007

Policy:
The College Archives will only accept permanent archival materials for onsite storage. Due to space considerations, inactive records that must be retained for legal purposes should be stored off-site or in departmental offices for the required time per the Records and Retention Schedules. Document destruction may be suspended by the College Archivist and Special Collections Librarian or the owner of the records at any time to comply with E-Discovery rules (e.g., Federal Rules for Civil Procedure).

Background:
Off-site records storage serves as a storage solution for inactive records or records needing to be retained for legal purposes for a specific length of time. Records that have permanent archival value are maintained in the College Archives.

Information Services provides oversight of records storage and maintenance at the designated off-site storage facility. Departments and offices using the off-site center will be billed for the storage of their records and all accompanying fees. (see *Appendix E: Schedule of Fees for Off-site Storage*).