

Phase 3 At-a-Glance: Storing Records

What You're Doing: Choosing the best storage location(s) for records based on how often they're needed and how long they must be kept.

What You Need:

- Boxes that are sorted and labeled (from Phase 2)
- Access to potential storage spaces
- Basic knowledge of what makes a good storage environment (see SCADS checklist)
- Locking cabinets or closets for sensitive/confidential records

Who Can Help:

- Office and facilities staff who know the space and building setup
- Pastor or PAA (if final location decisions are needed)

Use the SCADS Checklist. A good records storage area is:

- **Secure:** Limited access to trusted staff only
- **Clean:** Free from pests, food, and heavy dust
- **Accessible:** Labeled, organized, and easy to retrieve from
- **Dry:** Away from water, bathrooms, kitchens, and off the floor
- **Stable:** Avoids big fluctuations in temperature and humidity (ideally 60–70°F and 30–50% RH)

Storage Options:

1. **Original Parish Site**
 - Easy access
 - Risk of inconsistent systems or forgotten files
2. **Centralized at One Location**
 - Easier to manage long-term
 - Needs oversight and available space
3. **Offsite Storage**
 - Secure and climate-controlled
 - Less accessible; may involve cost
4. **Hybrid Approach**
 - Active files stay close, others go to long-term storage
 - Requires clear inventory and labeling

Tips for Success:

- Avoid basements, attics, or sheds for archival materials
- Elevate boxes on pallets or shelves
- Store confidential records in locked areas
- Avoid putting records near anything with plumbing