

Record Storage Options

for records with retention requirements of less than permanent

Storage Option	Location and Costs	Details Worth Considering
Central Stores	Storrs, Connecticut Cost per pallet: \$144/year \$72/six months	<ul style="list-style-type: none"> • Close proximity to departments located on main campus (+) • Offers to pick-up and transport boxes for storage (+) • Does not require that records are extensively organized (+/-) • Does not track destruction date(s) of files or retrieve specific records (-) • May be costly to retain records with long retention periods like personnel records (-)
State Storage Center	Rocky Hill, Connecticut Cost upfront: Transportation & Purchase of Specific Bankers Boxes	<ul style="list-style-type: none"> • Tracks the year records are eligible for destruction and notifies UConn once minimum retention is met. Executes destruction or UConn has the opportunity to retrieve records (+) • Requires that records are extensively organized per Record Policy 10: Transfer and Storage of Records at the State Storage Center (+/-) • UConn (school, campus or department) pays for specific storage boxes (-), though no charge for storage (+) • Meets Public Records Policy 3: Standards for Public Records Storage Facilities (+) • UConn (school, campus or department) is responsible for transporting and unloading records for storage. Also responsible for retrieval when necessary by physically picking up or paying for the DAS courier service (-) • Not a viable option for records that you anticipate you will need to reference periodically (-) • Will not store records past the state's minimum retention requirement (+/-)
William B. Meyer, Inc.	Windsor, Connecticut Cost varies. See Exhibit B of Contract	<ul style="list-style-type: none"> • Meets Public Records Policy 3: Standards for Public Records Storage Facilities (+) • Picks up and delivers (+) • Does not track the year records are eligible for destruction (-) • Contract awarded through 3-31-2018. If awarded vendor ever changes, UConn (school, campus or department) must make arrangements to withdraw files and store elsewhere (-)
Digital Imaging	Location: Varies (electronic platform) Costs: Labor to image records and design set up or implementation from UITS or vendor; managing electronic records	<ul style="list-style-type: none"> • Records are easy to access, if process is properly planned and implemented (+) • In order to destroy paper copies, scanning plan must be in compliance with The Office of the Public Record Administrator's Digital Imaging Compliance Policy (+/-) (revised version to be released in 2014) • Must still request approval for destruction of original paper records (+/-) • Cost of labor to image records and construct or implement imaging system (-) • Cost to manage software, access or security issues in an effort to secure and preserve records electronically (-)
Within Department	Department responsible for record	<ul style="list-style-type: none"> • Records are in close proximity to department (+) • Depending on indexing scheme, records may or may not be easily retrievable for reference need (+/-) • Volume may be burdensome and unsustainable (-) • Lack of secure storage for confidential records (-)