

Protecting Physical Records Guidelines for Global Campus Sites & Departments



1 Storage Environment

- Keep records in a clean, dry, and secure location away from areas prone to dampness, leaks, or direct sunlight.
- Maintain stable environmental conditions: 18–22°C. Ensure proper ventilation to prevent mold and deterioration.
- Store records at least 6 inches (15 cm) off the floor to prevent water damage.

2 Security and Access Control

- Restrict access to authorized personnel only and secure records in lockable cabinets or rooms.
- Maintain an access log for confidential or sensitive files.
- Avoid leaving records unattended on desks or in public areas.
- Dispose of non-records through secure shredding.

3 Organization and Handling

- Use clearly labeled folders and boxes with titles, date ranges, and departments.
- Store records vertically in folders or boxes to prevent damage.
- Avoid overfilling boxes or cabinets to facilitate safe retrieval.

4 Pest and Housekeeping Control

- Prohibit food and drink in record storage areas.
- Inspect areas regularly for pests or mold.
- Report leaks or odors immediately to facilities management.

5 Retention and Disposal

- Contact the RIM Unit for guidance in the disposal of your records.
- Complete and submit documentation to authorize the destruction of records.
- Co-ordinate the secure destruction of records and submit final documentation to the RIM Unit.

6 Responsibility and Awareness

- Each department should designate a Records Liaison Officer (RLO) responsible for the management of their records
- Records Liaison Officers should perform periodic inspections of their records holdings and report any issues to the Records and Information Management Unit.
- The RIM Unit would provide training to Records Liaisons on the maintenance and protection of records.

7 Vital Records Protection

- Identify vital records
- Create list of vital records pertinent to your operations
- Discuss with the RIM Unit methods of protection/preservation

8 Fire, Flood, and Disaster Prevention

- Keep records away from water sources and avoid storing them under sprinklers.
- Do not store flammable materials near records.
- Familiarize staff with emergency procedures and designated contacts.
- Maintain digital or offsite backups for vital records where possible.

9 Monitoring and Continuous Improvement

- Conduct annual reviews of storage areas and recordkeeping practices.
- Document and address incidents promptly.
- Encourage staff to report risks or potential issues early.

Each staff member is responsible and accountable for creating and keeping accurate and complete records of business activities in which they are involved in either electronic or physical format and for complying with established records management policies and procedures. (Section 17.1; page 12 University Archives and Records Management Policy)

November 7, 2025

