

University Records Center Storage Guide

As a quasi-governmental agency, everything NMU creates, whether physical or electronic, is considered a record and must be retained for a length that meets NMU policy, accreditation standards, and state and federal laws and regulations. The length of a record's retention can be determined in our retention schedules: <http://www.nmu.edu/recordsmanagement/what-records-retainwhat-can-be-destroyed>

To help alleviate the space and security issues in retaining these crucial University records, the University Records Center offers secure storage. We shelve the boxes of records in our temperature controlled and restricted facility, organize the records in a database, and offer document/box retrieval within 48 hours.

To send records for storage follow these steps:

1) Purchase appropriate boxes:

Due to the size of the shelving units in the URC, we can only accept one cubic foot banker boxes or records center boxes for transfer and storage. You may order records center boxes by calling Jeff Roo, Printing Services, x2457.



2) Organize your records in the boxes:

Organize your documents in labeled and dated manila folders (no loose papers or hanging folders). Include a folder-level inventory for each box, and in pencil, number the boxes in the upper right hand corner (e.g. 1/3, 2/3, 3/3).



3) Fill out the Record Storage Request form:

On the Records Management website fill out the form on the Record Storage Request page: <http://www.nmu.edu/recordsmanagement/node/10>
Please include the full inventory of box contents.

Department/Office
Name of Sender
Phone
Email
Are the records confidential?
<input type="radio"/> Yes
<input type="radio"/> No

4) Contact Central Receiving:

To transfer the boxes, fill out a Central Services [service request](#), including the amount of boxes and their exact location. Allow a few days for pickup.



5) Delivery confirmation:

When the boxes arrive and we secure them inside the Records Center, we will send a confirmation email that contains storage information. Save a copy of the email to assist in tracking your records.



If you have any questions, Records Management is happy to help!

Contact us by phone: x1241 or email: managerecords@nmu.edu