



Store State Records Safely

What are records?

A record is any recorded information, in any format, created or received by a government organisation during its business or conduct of its affairs.

Scan for more information



Need help?



Contact the records management team in your organisation.



Find more information on
<https://www.wa.gov.au/organisation/state-records-office-of-western-australia>



Email
sro@sro.wa.gov.au

Report any damaged or lost records and archives to the State Records Office (SRO).

Key Points for storing physical State records of temporary value

Check where records are stored!

Have you got records in storage?



Is the storage area locked? This keeps records secure from theft or misuse.



Have you checked the storage area at least once a year? Check for pests, leaks or mould.



Are the boxes of stored records named and labelled? This helps you know what you have stored, arrange them and find them if you need to look at them. Create and keep the lists of what is stored separate from the storage area.



How to store records

- ☒ Use sturdy boxes to store records. These will protect the records from damage.
Are the records too big to fit in a box? Use shelves to store large records such as maps or posters.
- ☒ Pack smart – keep the box under 16 kg for safe handling.
- ☒ Put boxes on shelves above the floor – away from damp and pests.
- ☒ Use plastic sheets to protect the top shelf from water or pests from the ceiling.
- ☒ Keep the storage area cool. Air-conditioning helps to preserve the records.

Store the boxes away from

- ☒ windows. Keep records from sun and heat damage.
- ☒ water pipes. Keep records dry.
- ☒ chemicals or flammable materials.

If the records are archives and have to be kept permanently, follow the **Archival Storage Specifications** or **Directions for Keeping State Archives Awaiting Transfer to the State Archives Collection** on the SRO website.

Are some of your stored records due to be destroyed?

Check the General Retention and Disposal Authority on the SRO website, follow your organisation disposal processes and get CEO (or delegated) authorisation before destroying.