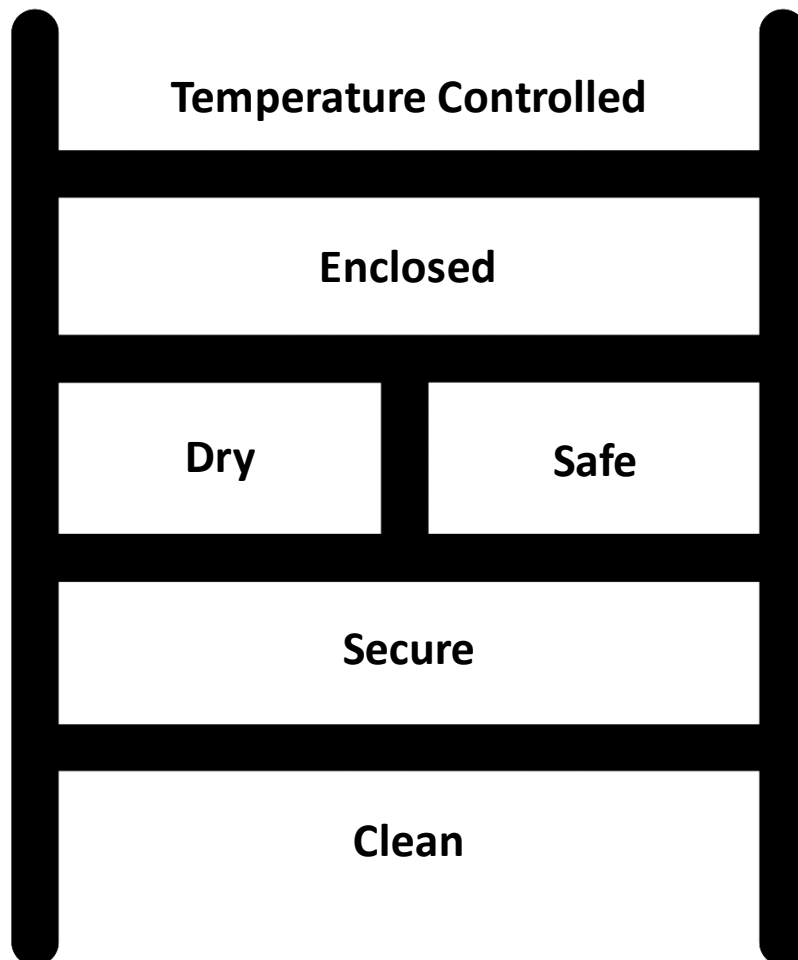




Disaster Preparedness: Selecting Appropriate Records Storage

Purpose: Provide guidance to state and local government agencies on what to consider when selecting physical records storage.

Choose the best storage for you and your records. Consider a location that is:



To mitigate potential records damage, go with all-metal shelving. Not only is it waterproof, but it won't feed fires. Keep your files in boxes shelved off the floor to avoid water damage. Make sure to check your records storage monthly for any signs of infestation or disorder.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov