**Request for Archive Boxes for Off-Site Storage**

(to be used in conjunction with **Guidance on identifying records for off-site storage)**

Requested by (name):

Department/Faculty:

Address:

Number of boxes requested:

Cost code (for cross-charging purposes):

Please complete the checklist (answer ALL questions) for each record type/series (if there are multiple boxes for one records series please only complete one checklist table below, or include additional tables as/if necessary):

|  |  |
| --- | --- |
| Box 1: Record type/series:  | (INSERT NAME OR DESCRIPTION) |
|  | Yes | No | Further information |
| Is the record listed in the faculty/ department retention schedule?  |  |  | If ‘No’ please contact Governance Services |
| If the answer is ‘yes’ please give the records series number |  |  |  |
| Does the retention period have a clearly defined trigger point e.g. contract termination date? |  |  | If ‘No’ please contact Governance Services |
| Is the retention period more than 2 years? |  |  |  |
| What is the retention period? |  |  |  |
| If the retention period is less than 2 years is the purpose of offsite storage security for personal data and confidential destruction in due course? |  |  |  |
| Will you need to access the records regularly? |  |  |  |

Please note: there must **not** be records with mixed retention periods in the same box. The records contained in each box should have the same retention period e.g. they should all have the same disposal date. Records being sent offsite MUST be listed on an ENU records retention schedule and ideally should have a retention period of more than 2 years.

Before the boxes go off-site an inventory is required which includes the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Barcode(Label provided by Governance Services) | ENU Internal Box ID (e.g. SOC174) | Inventory/Description of contents | Records Series number from the [retention schedules](http://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx) | Destruction Date |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Box 2: Record type/series  | (Insert name) |
|  | Yes | No | Further information |
| Is the record listed in the faculty/ department retention schedule?  |  |  | If ‘No’ please contact Governance Services |
| If the answer is ‘yes’ please give the records series number |  |  |  |
| Does the retention period have a clearly defined trigger point e.g. contract termination date? |  |  | If ‘No’ please contact Governance Services |
| Is the retention period more than 2 years? |  |  |  |
| What is the retention period? |  |  |  |
| If the retention period is less than 2 years is the purpose of offsite storage security for personal data and confidential destruction in due course? |  |  |  |
| Will you need to access the records regularly? |  |  |  |

|  |  |
| --- | --- |
| Box 3: Record type/series  | (Insert name) |
|  | Yes | No | Further information |
| Is the record listed in the faculty/ department retention schedule?  |  |  | If ‘No’ please contact Governance Services |
| If the answer is ‘yes’ please give the records series number |  |  |  |
| Does the retention period have a clearly defined trigger point e.g. contract termination date? |  |  | If ‘No’ please contact Governance Services |
| Is the retention period more than 2 years? |  |  |  |
| What is the retention period? |  |  |  |
| If the retention period is less than 2 years is the purpose of offsite storage security for personal data and confidential destruction in due course? |  |  |  |
| Will you need to access the records regularly? |  |  |  |

|  |  |
| --- | --- |
| Box 4: Record type/series  | (Insert name) |
|  | Yes | No | Further information |
| Is the record listed in the faculty/ department retention schedule?  |  |  | If ‘No’ please contact Governance Services |
| If the answer is ‘yes’ please give the records series number |  |  |  |
| Does the retention period have a clearly defined trigger point e.g. contract termination date? |  |  | If ‘No’ please contact Governance Services |
| Is the retention period more than 2 years? |  |  |  |
| What is the retention period? |  |  |  |
| If the retention period is less than 2 years is the purpose of offsite storage security for personal data and confidential destruction in due course? |  |  |  |
| Will you need to access the records regularly? |  |  |  |