

Job Aid #1a: Assessing Paper Records in Storage

1. **List** all areas where paper records are stored.
2. **Create an Assessment Template** (hard copy or electronic) in which data about location hazards and concerns about records are entered. You may elect to use a modified file plan with additional columns for location fields and comments.
3. **View All Areas** where records are stored and note concerns. (Issues may include stains on boxes, shelving, walls, or flooring; pests; debris. Record if the location is unusually hot, dry, or damp. If boxes are damaged, examine their contents to see if damage has extended to the records.
4. **Document** if there is any element of concern on the Assessment sheet.
5. **Photograph** and capture what you have seen. (Include information about the image such as time, date, who photographed it, and what it is you are documenting).
6. **Share** the information you have compiled with your supervisor and facilities, as needed.
7. **Repeat Assessment** yearly.

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