

RECORDS STORAGE AND DISPOSAL SURVEY

Department _____

Name _____

Phone _____

Email _____

Storage of Paper Records

1. Where do you store the records that you are not actively using?
2. Do you currently store or have you ever stored any of your records outside of campus with a storage company?
 - Yes, please specify the name of the company _____
 - No. Go to Question 4.
3. What amount of records (if any) do you have stored with the storage company?
4. Can you specify how much space (in metres) you are using for records not in active use? (*One standard banker box is 0.3 metres.*)

Destruction of Paper Records

5. What do you do with your obsolete records?
 - Shredding the records yourself in the office.
 - Use a commercial company for shredding. Please specify the name(s) of the company _____
 - Other, please specify _____
6. Can you estimate the amount of records (in metres) you shred per year? (*One standard banker box is 0.3 metres.*)

Please return the completed questionnaires to Shan Jin at the Archives (Kathleen Ryan Hall). If you have any questions, please contact Shan Jin or Gillian Barlow at 533-2378.

Paperless Office

7. Has your department or unit ever thought about scanning paper records?

- Yes. Go to Question 8.
- No. Go to Question 9.

8. If your department or unit already scans some of your paper records, how is this done?

- Outsource. Please list the company(s) you use

- In-house. Please list the software you use

9. Has your department or unit ever thought of using any document or content management software?

- Yes. Go to Question 10.
- No.

10. If your department or unit already uses some document or content management software, please list the name(s) of the software.

Other concerns?

(Please comment)