

THE CITY RECORD

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inweb/clerk/
RecordsManagement

Quick Tips!

Sending Oversize Records for Storage

Place oversize records in appropriate size box

Create a detailed list of box contents

Box lists may include:

- Title of map / drawing
- Subject of map / drawing
- Date / Completion of Project
- Map type /size
- Format

Note number of maps or drawings in box or folder

Organize box by project or retention period, if possible.



HOW TO STORE YOUR OVERSIZE RECORDS

You asked for it, we found it! The CRMP is happy to announce a solution to your oversize document storage needs. The current off-site locations utilized for the storage of records do not allow for the proper storage of oversize documents. This new service will allow departments to effectively, efficiently, and economically manage oversize records.

What are Oversize Records?

Oversize records are anything that does not fit easily into a regular size 10" x 12" x 15" box. For example, some of the oversize documents we have seen during our meetings with departments include: blueprints, exhibits, engineering plans, maps, drawings, oversize journals, ledgers, etc. Records that can fit in the standard storage boxes need to continue to be sent to the City's Records Center (or for City Light employees, to the City Light Records Center).

Who is the service provider?

In the summer of 2004, the City awarded a contract to US Archive and Imaging Services, a private commercial records center headquartered in Kirkland, WA. USAIS has a team of 28 full time employees to help their clients manage their records. All USAIS record center facilities offer professional security features such as 24-hour monitoring and a fire suppression system. To you,

this means your records will be in a safe and secure environment for their time at a USAIS facility.

Charges for the services of this contract will vary from user to user, but USAIS offers a standard bundled fee package. This means that there is a fixed rate for basic services including storage, next day delivery, barcode labels, box indexes, and activity reporting. Additional services such as boxes, rush deliveries, and certified destructions are available at additional costs. Details about costs and charges will be discussed during your initial intake meeting with USAIS staff.

What is the Procedure for Sending Oversize Documents to USAIS?

1. Identify materials that are oversize and have time left on their retention period (CRMP can provide assistance)
2. Set up an account with USAIS (contact the CRMP for names and numbers)
3. Prepare CRMP storage transmittal (Request a copy from CRMP@seattle.gov) and send to CRMP
4. CRMP will forward transmittal to USAIS upon verification of retention period and destruction information
5. USAIS will contact de-



partment to arrange pick up of oversize records

6. Once pick up has occurred USAIS will assign location codes to the boxes and will send those codes to CRMP. CRMP will then forward the codes to you.

How are oversize records retrieved?

To retrieve records just email USAIS ar@usaimaging.com with the following information: contact name, location to drop off the records, and the location code that CRMP furnished.

How long does it take to get oversize records back?

Most deliveries are next day for no extra charge. However, if you have an emergency request you can ask for "rush" delivery, for an additional charge or send a designated employee to USAIS records center to pick up the records.

How do oversize records get returned to storage?

City employees need to email USAIS ar@usaimaging.com with the words "Return Request" in the subject line. In the email, indicate the following information: contact name, location code, pick-up site, number and type of containers ready for pick up.

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More on inweb/clerk/
RecordsManagement/
Training.htm

City Records Management Program
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City Records Management Program

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CH-03-10

Training Activities

Basic Records Management Training

Date: December 8, 2004
Location: SMT 4050/4060
Time: 10:00-11:30

The training will cover the following records management principles:

- what is a record?
- what are your records management responsibilities as City Employees?
- what is a records retention schedule and how do you read one?
- how should you prepare your records for storage?
- how should your records be disposed of?
- and much, much more!

Contact the Records Management Staff at 615-1609 to sign up, or see our web site!
[Http://inweb/clerk/Records Management/ Training.htm](http://inweb/clerk/RecordsManagement/Training.htm)

How to Store Oversize Records (continued)

Can USAIS dispose of oversize records when time is up?

Yes, USAIS can provide destruction services for records that are in storage at their facility. Records destroyed by USAIS are pulverized into a fine particulate matter and then recycled to ensure confidential material is obliterated. Details on this service and any related costs can be discussed during your initial meeting. Please note, this service is only for oversize documents in storage with USAIS at the time their retention period is over. For records still stored on-site or at the City Records Centers, please use the contracted vendor for shredding or recycling of records.

What are the charges?

The following examples are common container sizes and the estimated costs:

Box Size	Monthly Charge	Yearly Charge
4"x 4" x 45 long	.22¢ (per month)	\$2.64
44 1/2 x 30 3/4 x 1 1/2	.26¢ (per month)	\$3.12
16"x 16" x 37" long	\$1.19 (per month)	\$14.28
23 1/2" x 43" x 11 1/2	\$1.46 (per month)	\$17.42

Where can City departments sign up for this service?

For further inquiries into the oversize records storage service provided by USAIS, please contact the CRMP at CRMP@seattle.gov and we will arrange for a meeting or place your department in direct contact with USAIS.

WHAT IS A CITY RECORD?

Many people ask the CRMP what is a City Record? A City Record is defined in RCW 40.14.100 as "any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made or received by any agency of the state of Washington in connection with the transaction of public business, and legislative records." (SMC 3.123.020)

Here are some rules you can apply to see if what you create is a true record, or, to put it a simpler way, the information may be a record if:

- You or your office created it in the course of business
- You or your office received it for action
- You or your office need it to document specific activity for official purposes (legal, audit, compliance, etc)
- You or your office is responsible for maintaining the record for official purposes (legal, audit, compliance, etc)