



Casey

City of Casey

**“Store to Door” Project
Temporary Retention of Archival
Records**



“Store to Door” Project

The “Store to Door” Archival Management Project has resulted in a major restructure of temporary archival records and has produced cost savings that will benefit Council well into the future.



“Store to Door” Project

**Records Management Services
contractual requirement to provide 15
lineal metres of free archival shelving
per annum.**



The Secondary Storage Archival Site Was in Disarray





“Store to Door” Project Strategy

The following strategy was established:

- Commence the process at the time records are identified for archiving.
- Plan for one destruction date each year - 1 July.
- Advise Council departments 2 months in advance of the destruction of their records.



“Store to Door” Project Strategy

- Destruction dates to be established by referral to the PRO schedule of destruction.
- All temporary retention records are to have a destruction date determined before they are placed on archive shelves.



“Store to Door” Project Strategy

- Eliminate the need for departments to continue their own ad-hoc boxing systems.
- Retrieve archival records promptly and accurately.
- Experience and knowledge should not be part of the equation in being able to quickly and accurately locate archival records.



“Store to Door” Project Strategy

- Implement an inventory database and establish it on the RIMS system
- Council departments will be given a copy of the database
- Only have one destruction date per box of records
- Only use three standard boxes and labels specifically designed for archival records.



“Store to Door” Project Strategy





“Store to Door” Project Strategy

- Every rack, shelf and box is to be numbered for rapid location.
- Educate Council staff in the correct method of archiving.
- Produce a “Hitchhiker’s Guide” and resource pack.
- Allow a time frame of 18 months for the entire project.
- Bring back 23,000 plans from a commercial storage site.



“Store to Door” Project

Once this was established, the site needed to be re-organised, all current boxed and loose records examined, destruction dates determined and locations established for every boxed record.



“Store to Door” Project

The Timeframe of 18 months has been achieved.

Approximately 600 boxes (21 cubic Metres) of archival records past its scheduled retention date was destroyed during the project.



“Store to Door” Project Outcomes

- Quick and easy access to Council’s records.
- Dramatically improved time management and utilisation of resources.
- Staff did not have to search through hundreds of unmarked boxes each year.
- Council departments have been provided with an inventory.



“Store to Door” Project Outcomes

- Available shelving is optimised by the systematic storage of boxed archival records.
- Time is saved because staff do not have to search for records.
- Records can be destroyed using the most efficient and economical method
- The biggest benefit to Council is the cost saving in time and office space.



“Store to Door” Project Outcomes

- All of Councils temporary retention archival records have been identified, boxed, labeled, stored on shelves and catalogued into an electronic inventory database.
- The whole project is an effective method of record retention and scheduled destruction that is simple, cost effective in its operation, and with continuous improvement as circumstances change, will return benefits to Council well into the future.



“Store to Door” Project Outcomes

- Archive records are generally retrieved within approximately 12 hours.
- Council departments have confidence in the established system.
- I have produced a procedure manual documenting procedures, disciplines and flow charts.
- I have also produced a “Hitchhikers Guide” which has been sent to all departments to assist staff in archiving records.



“Store to Door” Project Today





“Store to Door” Project The Cost

- The estimated cost of the entire project is \$24,300
 - Labour - \$17,000**
 - Consumables and boxes - \$2,800**
 - Initial destruction of records - \$4,500**



“Store to Door” Project Savings

- Savings will be long term and extend well into the future.
- The offsite archival storage is a vital component of the scanning of Council’s documents.



“Store to Door” Project Future

- The success and recognised benefits of the completion of the “Store to Door” project inspired the Records Management staff to progress into stage two of the archival records site.
- Stage two of the project will encompass all the permanent records currently stored on shelves at the archival site.



“Store to Door” Project

