

Teller County Storage Procedures

The new records storage facility "Divide Storage Facility" is now open at 308 Weaverville Road in Divide. The facility has ample shelf space for documents and records storage. The facility also has a reading room, restroom and a copy machine. We will also offer storage at our Cripple Creek Facility. By utilizing both facilities we feel we can handle the storage needs of the entire county while still giving departments geographically "efficient" records storage. Below are the storage facility procedures that you will need to comply with to ensure proper storage of your files.

- **Locations:** Divide and Cripple Creek as part of existing Public works facilities.
- **Security-** Both facilities have controlled access to a common storage area. Both facilities are open to County employees only. Access will be controlled through sign in and sign out provisions as well as controlled key access. **If your department needs additional security for files Departments will be responsible for providing approved locking cabinets to meet their individual security needs. Shelving is designed to accept standard locking file cabinets. Contact facilities for specific model numbers.**
- **Facility Layout-** Shelving banks will be assigned to each department based on their individual storage needs.
- **Acceptance-** Shelving is designed to accept -----banker's boxes only to maximize the storage potential of the facility. Each department will need to purchase these boxes and pack storage files in only these boxes or provide approved locking cabinets for their high security storage.

Departments should create a simple inventory sheet when preparing their files for storage and should properly mark the boxes as indicated below:

1. Box ID- description of contents- disposal date- indicate permanent archive. By creating a simple inventory spreadsheet we can make a master catalog and finding documents will be simplified.

- **Enforcement** - Facilities will be responsible for ensuring that the above guidelines are adhered to and each Elected Official and Department Head agrees to ensure that employees follow the appropriate guidelines for central files storage and agrees to do their part to ensure that we keep a professional and tidy storage area.
- **Departmental responsibility**- Departments will be responsible for sorting, boxing, cataloging, and turning in a work request to get their storage items taken to one of the storage facilities. After placement departments will need to manage their areas by purging outdated items and for general upkeep of their area.