

Warehouse Services

Records Management

Records Storage (Paper Documents):
It is the responsibility of each department to provide storage space for documents requiring limited or long-term retention. Under certain circumstances, departments may request the Warehouse to store documents that can't be adequately stored at the program's immediate location. In these cases, contact the Warehouse Supervisor @408-453-6911 for assistance with your document storage needs.

Related forms and supplies:

Storage Boxes (Stores #000115)

Records Disposition Form (Exhibit # 4)

Electronic Document Storage:
An award winning Quality Improvement Committee recently reviewed various methods of electronic document handling and storage. For further information on the results of this committee's research, please contact the Business Branch @408-453-6832 for a copy of their report.

Microfilm:

Microfilm is still a standard (and the least expensive) method for storing permanent records. For further information on microfilming your permanent records on to this medium, please consult the above referenced Records Management report.