

Risk Assessment of Individual RIM Storage Areas

Contact Name:		Notes:					
Contact Phone:							
Building Name:							
Address:							
Room Number:							
Business Owner:							
Status:	What is the status of the information?	Active	Inactive				
Location:	Where is the room located?	Basement/ Ground	1st Floor	2nd Floor	3rd Floor		
Location:	What are the measurements of the room?						
Location:	Is there a floor load capacity issue? Remedial Action: Contact ROM if on first or second floor Move recorded information storage area	Yes	No	Risk:	High	Medium	Low
Dust:	Is this location subjected to excessive dust levels? Remedial Action: Store recorded information in boxes to reduce the direct effect of dust Implement a regular cleaning regime in dust prone areas	Yes	No	Risk:	High	Medium	Low
Light:	Is the information in this location subjected to direct sunlight? Remedial Action: Store recorded information in boxes to reduce direct sunlight Install window shades and keep closed	Yes	No	Risk:	High	Medium	Low
Magnetic Fields:	If electronic information is stored in this area, is this location subjected to magnetic fields? Remedial Action: Move disks and tapes from area if at risk Move if temperatures and conditions are not adequate Ensure storage cabinets are not magnetized	Yes	No	Risk:	High	Medium	Low

Mould:	Is this location damp or moldy? Remedial Action: Contact ROM and OHS (health risk) but do NOT move boxes Later remove unaffected information	Yes	No	Risk:	High	Medium	Low
Pests-Insects:	Is there evidence in this location of infestation from pests or insect (e.g. silverfish)? Remedial Action: Do NOT move boxes Contact ROM about infestation	Yes	No	Risk:	High	Medium	Low
Pests-Vermin:	Is there evidence in this location of mice and/or other vermin (e.g. chewed paper, droppings)? Remedial Action: Do NOT move boxes Contact ROM about infestation	Yes	No	Risk:	High	Medium	Low
Temperature:	Is this location subjected to fluctuating temperature/humidity levels which may fall outside the specified requirements (e.g. paper 10-18oC & 30-50% RH; photo, magnetic and optical 19-21oC and 47.5-52.5%RH) Remedial Action: Contact ROM about installing air-conditioning/dehumidifier Send to Provincial Records Centre or transfer to Provincial Archives (see RIM Specialist)	Yes	No	Risk:	High	Medium	Low
Fire:	Are there any unstable formats such as combustible nitrate film held in this location? Remedial Action: Identify and contact ROM and RIM Specialist	Yes	No	Risk:	High	Medium	Low
Fire:	Are there known cases of faulty wiring or damaged equipment kept within this location? Remedial Action: Contact ROM about suspect/damage equipment/sources Move the recorded information	Yes	No	Risk:	High	Medium	Low
Fire:	Are sprinkler systems installed in this location? Remedial Action: Contact ROM Move recorded information	Yes	No	Risk:	High	Medium	Low

Water:	Is this location subject to flooding? Remedial Action: Move recorded information from areas prone to flooding Move recorded information off the floor by 4" to 6"	Yes	No	Risk:	High	Medium	Low
Water:	Does this location experience leaks (water or other) that may, or have already, affected recorded information stored there? Remedial Action: Check continuously for leaks Contact ROM about any leaks including water pipes Move recorded information if known area leaks	Yes	No	Risk:	High	Medium	Low
Proximity:	Is this location next to or subject to damage from building work? Remedial Action: Facilities contacts RIM Specialist about any work near RIM storage areas Move recorded information in these cases	Yes	No	Risk:	High	Medium	Low
Proximity:	Is this location next to a kitchen or washrooms? Remedial Action: Move recorded information to areas not directly adjacent to kitchens or washrooms Move recorded information in storage cabinets	Yes	No	Risk:	High	Medium	Low
Proximity:	Is this location next to or within laboratories or workshops? Remedial Action: Move recorded information to areas not directly with or adjacent to labs or workshops where there is an identified risk of fire, flooding or chemical spills	Yes	No	Risk:	High	Medium	Low
Security:	Is this location accessible by unauthorized persons? Remedial Action: Identify who has access to storage area Limit access to authorized staff only, keep recorded information in locked cabinets	Yes	No	Risk:	High	Medium	Low
Storage:	Are storage units (e.g. cabinets, shelving) within this location damaged or unstable? Remedial Action: Replace rusty or damaged storage units	Yes	No	Risk:	High	Medium	Low

Usage:	Is this location a "dumping ground" for all types of equipment, materials, and recorded information that is not properly managed? Remedial Action: Implement disposal in accordance with approved retention schedules Send to Provincial Records Centre or transfer to Provincial Archives (see RIM Specialist)	Yes	No	Risk:	High	Medium	Low
Usage:	Is recorded information stored in this area considered vital? Remedial Action: Identify and move to secure location	Yes	No	Risk:	High	Medium	Low
Usage:	Is recorded information stored on the floor in this location? Remedial Action: Implement records disposal in accordance with approved retention schedules Box and identify recorded information and move off the floor to suitable shelving and storage units Send to Provincial Records Centre or transfer to Provincial Archives (see RIM Specialist)	Yes	No	Risk:	High	Medium	Low
Usage:	Are servers and other IT equipment storing data located in these locations? Remedial Action: Ensure environmental controls are in place Ensure access is controlled Consult with IT about access Ensure area used by authorized staff Move all recorded information (archives, records center, disposal)	Yes	No	Risk:	High	Medium	Low
Usage:	Is this location approved as a RIM storage area by RIM Specialist? Remedial Action: Check with RIM Specialist Contact ROM and move recorded information Make changes required	Yes	No	Risk:	High	Medium	Low
Volume Per Series:	What is the volume per file or as a collection (number of boxes, square footage of room, number of filing cabinets, shelving units)?	Take pictures					