

RECORDS STORAGE

ASDAR has located a professional records management company for storage of official records of the state and disbanded chapters and to assist chapters in storage of their records.

RECOMMENDED BY NSDAR FOR PERMANENT STORAGE:

Tax Returns

Annual financial statements

Property records and Insurance records

Important legal correspondence

Minutes (which include annual Treasurer's Report)

Audit Reports and Depreciation records

Cancelled checks for important payments, such as property purchases

Your chapter charter may be stored, but will probably be too large to fit into the 12x15x10 box.

Optional records storage by chapter is at the discretion of Records Storage Committee.

WHAT CHAPTERS NEED TO DO:

Purchase record storage box(es) from ASDAR (other boxes will not be accepted.)

Remove all metal items that will rust; i.e., staples, paper clips; remove rubber bands

Remove records from unnecessary holders (notebooks, binders, etc.)

If mold is found, use proper safety precautions. Make copies of molded items and place the copies in the storage box. Mold will spread to other items in a box.

Place records in folder (Only use acid free when everything inside the folder is acid free.)

Place folders in box

Place a removable label on each box listing

Chapter Name

Box Number (A Records Storage Committee member will mark box before storage.)

Create an inventory for each box (3 copies: box, chapter, records storage committee)

Deliver filled boxes and inventory as instructed to August Board of Management meeting.

(Suggestion for chapters: Scan each item prior to storage to avoid retrieval and replacement fees.)

WHAT ASDAR AND THE RECORDS STORAGE COMMITTEE WILL DO:

Number the boxes according to storage facility guidelines.

Maintain an inventory list for all boxes stored.

Facilitate transportation of boxes to storage facility.

Schedule future access as warranted.

ADDITION/REMOVAL OF RECORDS:

Addition/removal of records may be scheduled with the Records Storage Committee on a limited basis.

FEES:

The storage and access fees charged by the facility will be passed on to chapters, and chapters will be notified of rate changes.

Box sales also includes the intake fee:

Regular box 1.3 cu ft --\$5 per box); Larger box (2.7 cu ft) -- \$7

2011 storage fees:

Regular box (1.3 cu ft) --\$5 per box/per year. Larger box (2.7 cu ft) \$11.00 per box/per year

\$6 per retrieval and return storage