

APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY		2. CONTACT NAME: CONTACT PHONE: CONTACT E-MAIL:	
3. ADDRESS		4. RECORDS SERIES TO BE STORED	
5. APPLICABLE SCHEDULE NUMBER(S)	6. VOLUME OF RECORDS (Cubic feet or type and number of containers)	7. DATE SPAN OF RECORDS	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip)	9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://msc.fema.gov) <input type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE	
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy – mm/dd/yyyy)	<i>All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance.</i>		
		AGENCY HEAD/DESIGNEE SIGNATURE	DATE
12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER			

FOR STATE RECORDS COMMITTEE ONLY

Reviewed by:	Flood Map Verified: <input type="checkbox"/>
Review date:	Zone Designation:
SRC meeting date:	Inspection Date (if applicable)

STATE RECORDS COMMITTEE ACTION

_____ Approved for period _____ through _____
 _____ Disapproved _____ Tabled

Chairman, State Records Committee

Date

Send original application to Department of Archives and History, Government Records Section,
P.O. Box 571, Jackson, MS 39205-0571.

INSTRUCTIONS FOR COMPLETING THE FORM

An Off-Site Lease Application designated by the Department of Archives & History will be used to obtain approval for the storage of government records at a private storage facility. The State Records Committee meets quarterly (January, April, July and October). The Application must be mailed to the Government Records Section at P.O. Box 571, Jackson MS 39205-0571 and received at least 60 days prior to the Committee meeting.

- Storage facilities will be inspected prior to presentation to the Committee for approval
- All records stored therein must have approved records control schedules
- Records must be purged according to the approved records control schedules
- Records may not be stored in a flood plain
- Full climate and humidity controls must be utilized for permanent records

- Boxes 1-3: Your agency information and personal contact information of the person who is submitting the application

- Box 4: Records Series as named on an approved records control schedule

- Box 5: Records Control Schedule Numbers identified on approved Records Control Schedules

- Box 6: Specify the volume of records

- Box 7: Date span for each records control schedule Number listed

- Box 8: Detailed information about the storage site

- Box 9: Attach a FIRMette from the FEMA Flood Map and identify the exact location of the storage facility

- Box 10: Annual Cost to store the listed items

- Box 11: Leases are only approved for a twelve month period or less. Enter the period for which this lease will represent

- Box 12: State the reason the records are not being stored at the State Records Center