

Factors for Assessing Security Needs for File Relocation

When planning a secure move of files, the unit leadership must consider these factors:

- Should the files be retained or securely shredded?
 - Proceed with secure destruction of files that are no longer needed in compliance with [University Records Retention Schedule](#).
 - Retain files that are not past their retention schedule.
- Is it appropriate for unit staff to physically move the files?
 - Office personnel must not be expected to move locked file cabinets containing these records out of concern for their safety.
 - A filled, single container must not exceed the weight limit for lifting as specified in the individual's respective job description.
 - Facilities Services is equipped to assist in the relocation of files to ensure the safety of office personnel. However, even F.S. may have limitations on what they can safely move and will then suggest a commercial vendor. KU Purchasing can assist with this option.
- Where will these containers be stored until they are moved to the new location?
 - Consideration must be given to a secure location on University property. Any exception must have prior approval by the Provost and I.T. Security Office (ITSO).
- How will these containers be secured from unauthorized access?
 - During storage: It is recommended that containers be stored in a secure location on University property.
 - During the move: If the files cannot be moved by the file's primary custodian and/or cannot be moved in locking boxes or containers, the best practice is ensure that there is a careful documentation of the chain of custody from the beginning to the end of the move. See details below under *Implementing File Relocation*.
 - Once containers and files are delivered to the new location but before that space is occupied by personnel, unit leadership should ensure that the new space is secured and that the files are returned to locking cabinets at the first opportunity.