

ECEE 2B30 COLLEGE ARCHIVES

August 13, 2007

CU FIRE REGULATION REQUIREMENTS

- There must be at least 18" clearance between the nearest sprinkler and any object (cabinet, box, etc.).
- Tall objects that violate the above regulation (i.e. locker cabinets) may be stored against a wall so long as they do not block the sprinklers from reaching other areas of the storage room.
- Cardboard boxes filled with paper are a fire hazard; archived documents should be stored in steel filing cabinets. However, boxes can be neatly stacked upon wooden pallets or on shelves provided they will not be likely to topple over.
- Unplug/turn off lights before leaving.

For more information or questions on the CU Fire Code or fire safety in general, call Mansour Alipour-fard at 303-492-4042.

SAFETY RULES

- No food or drink in the storage room; absolutely no smoking at any time.
- Aisles must be kept clear of boxes and trash.
- If possible, do not work in the storage room alone.
- When working in storage room, prop open the door and turn on all lights so that people in the hallway can offer assistance in case of an emergency.
- Inform someone of your planned return time before working in the storage room so that you can be contacted or assisted in case of an emergency. NOTE: cell phone reception is poor in the room.
- Cardboard boxes or any other object should not be stored on top of filing cabinets.
- Only open ONE drawer at a time or the entire filing cabinet might tip forward.

STORAGE RULES

- This is an archival room for the College of Engineering and Applied Science. All items stored in storage room must be college, department, or program archives. It is not to be used to store course materials or individual faculty or staff materials.
- Files with Social Security numbers should not be stored in this room.
- Permission to add file cabinets, store other items, or store materials temporarily must be obtained from the Assistant Dean for Administration.
- All cabinets and boxes must be labeled with the department/program, person responsible for the items, and a current contact number for that person. Unlabeled materials will be discarded.
- If a department or program stores items in violation of the fire code, they will be given 72 hours to correct the violation. If the problem is not resolved, the materials in violation will be delivered to the department/program main office, and the department/program will be charged for any labor incurred in moving the materials.
- For rules on how long materials must be retained, see the University of Colorado Admin Policy Statement on record retention (<https://www.cu.edu/policies/drafts/CUonly/Record-Retention-APS-DRAFT.pdf>) and table (<https://www.cu.edu/policies/drafts/CUonly/Record-Retention-sch.pdf>).
- Departments and programs are encouraged to periodically recycle/shred unneeded files. Contact CU Environmental Services for recycle, shred, or trash bins.