(3) Inoculation of insects, mold, or rodents
(4) Dust or airborne particles
(a) Activities detrimental to the records shall be prohibited in the storage area.
(c) Access to the processing, storage, and retrieval of records shall be limited to authorized personnel.
(b) Provisions shall be made to prevent damage from harmful conditions (such as excessive light, stacking, electromagnetic fields, temperature, and humidity), as applicable to the specific media utilized for record storage.

602 Facility Types

There are two equally satisfactory methods of providing storage, single or dual.

602.1 Single storage consists of a storage facility, vault, room, or container(s) with a minimum two-hour fire rating. The design and construction of a single storage facility, vault, room, or container shall be reviewed for adequacy by a person competent in fire protection or contain a certification or rating from an accredited organization.

602.2 Dual facilities, containers, or a combination thereof shall be at locations sufficiently remote from each other to eliminate the danger to a simultaneous hazard. Facilities used for dual storage are not required to satisfy the requirements of para. 602.1, but shall meet the requirements of para. 601.

603 Temporary Storage

When temporary storage of records (such as for processing, review, or use) is required, the storage facility or container shall provide a one-hour fire rating, unless dual storage requirements of para. 602.2 are met.

700 RETENTION

(a) Record retention periods shall be documented.
(b) Records shall be maintained for their retention periods.

800 MAINTENANCE OF RECORDS

(a) Records shall be protected from damage or loss.
(b) Record controls shall provide for retrievability within planned retrieval times based upon the record type or content.
(c) The methods for record changes shall be documented.
(d) Provisions shall be established to ensure that no unacceptable degradation of the electronic record media occurs during the established retention period.
(e) Provisions shall be made to ensure that the records remain retrievable after hardware, software, or technology changes.
(f) Provisions shall be established to ensure the following when records are duplicated or transferred to the same media or to a different media for the purposes of maintenance or storage:
   (1) Duplication or transfer is appropriately authorized
   (2) Record content, legibility, and retrievability are maintained.