

STORAGE FACILITIES CHECKLIST

- How often are tapes taken to "remote" storage?

Record storage or data storage-off-site

- Where are tapes stored?
- How are tapes stored?
- Environmental conditions.

- Security
 - on-site
 - in-transit.

- Intellectual access to computer data

- Physical access to data

- Contact procedures
 - 1 hour
 - 24 hours

- Last visit to storage facility

Record storage or data storage-in building

- Where are tapes stored?
- How are tapes stored?
- Environmental conditions.

- Security

- Intellectual access to data

- Physical access to data

- Alarm system

- smoke
 - fire
 - water.
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- Fireproof cabinets
 - rating
 - location.

Record storage or data storage-at home

- Where are tapes stored?
- How are they accessed?
- Magnetic sources.
- Environmental conditions.

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