States of Jersey	Secure Storage Requirements
RM-GUIDE-009	

1. General

1.1 These requirements set out the conditions which records stores, i.e. the whole building or those parts of a shared building used for the storage of public records, must meet if they are to gain official accreditation as a supplier of secure records storage to the States of Jersey.

1.2 In respect of storage, suppliers are expected broadly to conform to 'Section 5: Storage and preservation: Guidelines for repositories seeking accreditation' of *The National Archives' standard for record repositories (2004)* and *Identifying and specifying requirements for offsite storage of physical records (2009).* Many of the requirements below are directly based on these standards. http://www.nationalarchives.gov.uk/documents/information-management/standard2005.pdf and http://www.nationalarchives.gov.uk/documents/information-management/considerations-for-developing-an-offsite-store.pdf

1.3 In respect of contracted staff it is proposed that from January 2016 all new employees and suppliers whose staff have access to and handle records of the States of Jersey be required to complete a Jersey version of the forms contained in Annexes B, C and D of *HMG Baseline Personnel Security Standard: Guidance on the Pre-Employment Screening of Civil Servants, Members of the Armed Forces, Temporary Staff and Government Contractors*.' Version 4.0, April 2014 [BPSS] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365602/HMG_Baseline_Personnel_Security_Standard.pdf

1.4 The supplier should be able to produce appropriate statistics and reports based on known and specified criteria including, but not limited to, the following elements individually and in any combination:

- number of boxes in store
- costs of storage
- date range
- individual file and box reference/s
- business units using the records
- individual users requesting the files

- volumes of requests over specified periods

1.5 Damage or loss of records must be reported to the States of Jersey without delay so that action can be taken to resolve the issue with clear communication channels established for incident reporting.

2. Staff

2.1 All staff with access to States of Jersey records must be subject to a security clearance assessment, in line with the BPSS which comprises verification of four main elements, described below, and suppliers which handle States records will be required to have carried out equivalent checks for their staff:

- Verification of Identity;
- Work Status;
- Employment History (past 3 years);
- Criminal Record (unspent convictions).

2.2 A number of States of Jersey departments are exempt from certain provisions of the *Rehabilitation of Offenders (Jersey) Law 2001*, by virtue of the *Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002* ("the 2002 Regulations"), including the Bailiff's, Viscount's and Law Officers' Departments and the Judicial Greffe, and certain departments concerned with law enforcement (Article 7), Official Analyst and staff (Article 8), the Lieutenant Governor's staff (Article 9) working with children and vulnerable adults (Articles 16-18). Applicants to work in any parts of the States' administration that is included within exemptions listed within the 2002 Regulations must therefore declare both spent and unspent convictions and an assessment be made on their suitability for employment, depending on both the nature of any convictions and the job. The same process is required for staff of the supplier and those who are not vetted, or who have unspent convictions, must not access or handle records of any of the exempt departments.

2.3 Suppliers must agree a procedure for substituting appropriately vetted temporary replacements when their usual staff are away or unavailable.

2.4 The supplier must be able to demonstrate that the checks have been carried out satisfactorily and agree the checks may be audited.

2.5 Consideration will be given to the production of confidentiality agreements to be signed by any non-government staff being given access to records as part of their work.

3. Situation

3.1 The records store must be free-standing or, if in a shared building, be capable of being completely isolated from other activities.

3.2 Potential hazards from external sources including neighbouring properties or other parts of a shared building must be carefully assessed and appropriate defensive measures taken.

4. Construction

4.1 The building and most especially its records storage accommodation must be of robust construction of brick, stone or concrete, with adequate protection for all roofs, walls, floors, ceilings and openings against unauthorised entry, fire, flood and damp. The building should also offer effective protection against dust, pollutants and pests

4.2 Floors must be capable of bearing the weight of the records to be stored. This will vary according to the use of static or mobile racking.

4.3 Plumbing, plant and drains in, above or adjacent to the records store should be avoided, and services should not pass through a records store unless required within it. If there is a risk of damage from water ingress then leak or level detectors should be fitted to an alarm system.

4.4 There should be a minimum of flammable finishes and fixtures.

5. Security

5.1 The perimeter and all parts of the records store must be secure against unauthorised entry and vandalism.

5.2 The records store should be covered by CCTV.

5.3 Access to the records store must be restricted to staff and other persons authorised by the third party and accompanied by vetted staff.

5.4 All staff and visitors should carry identification to indicate their right to be on site. Visitors will not be permitted to entry to a storage facility while in possession of any device capable of taking a photograph.

5.5 Security access must be controlled across the building preventing access to sensitive areas, specifically when a store holds more than one organisation's records.

5.6 If the records store has any windows at ground floor level, or at any other level easily reached from the exterior, they should either be blocked, with any glass obscured, or protected by bars or strong mesh and fitted with suitable intruder detectors and alarms.

5.7 When staff are not on duty the records store should be protected by intruder alarms linked to a police station or security agency approved by the States of Jersey.

5.8 Any system providing access to States of Jersey information, for example a record tracking system, must have a means of controlling that access. This includes the means of identifying and reporting attempted breaches and a full audit trail of the attempt. The supplier should identify who is responsible for managing the access controls in a record tracking system.

6. Fire Protection

6.1 Records stores, including their doors, walls and ceilings, must offer a minimum of 4-hour fire resistance. This requirement can only be abated if a full fire risk assessment has been conducted, in consultation with the appropriate fire safety officer or the fire service, and the overall strategy for fire protection offers a corresponding (or greater) degree of assurance.

6.2 Smoke detectors, preferably capable of detecting a fire in its incipient phase, with automatic fire alarms linked to the fire station or security agency must be fitted to storage accommodation, plant rooms, and adjacent areas and preferably throughout the building.

6.3 No matter on which level(s) of the building the records are stored, provision should be made for the drainage of any water generated during fire-fighting, and for the extraction of any smoke resulting from a fire.

6.4 Whether or not automatic fire extinction systems are fitted an adequate number of suitable aqueous and non-aqueous portable fire extinguishers must be provided in accordance with the advice of the fire prevention officer on their type and location.

6.5 Electrical plant and main switches should be located outside the storage accommodation. Electrical wiring should be of recent construction and run within metal conduits. Lighting should be by fluorescent tube fitted with diffusers.

6.6 Lifts should have fire-resistant doors.

6.7 Flammable and hazardous chemicals must be stored in properly secure conditions according to Health and Safety requirements.

6.8 Smoking must be strictly prohibited throughout the building.

7. Environment and Storage

7.1 Where possible, the records store should maintain a stable environment, in broad terms the environment should not allow large changes in temperature or excess humidity.

7.2 Shelving should be strong and adequately braced.

7.3 The records should be stored on the shelving in suitable boxes. Separate protection should be given to volumes and outsize documents and files.

8. Retrieval and Return

8.1 Security controls must be maintained to ensure records are kept secure from loss or damage when being moved.

8.2 Records must not be left unattended or unlocked in vehicles at any time during the delivery and collection process.

8.3 Whenever a record moves it must be tracked and the tracking systems must monitor movement securely throughout the complete transportation. This will include, but is not restricted to:

- previous, current and intended location;
- changes to metadata (such as disposal schedules, access controls);
- names of users requesting the record or box(es);
- date requested, received, or moved.

8.4 If security is compromised the system should be able to provide a supporting audit trail to identify where unauthorised personnel accessed or requested a record.

8.5 In consultation with the supplier the States of Jersey will identify suitable containers for all record categories to protect them from damage during transit. The States will retain the right to request specific means of transporting all its records.

9. Business Continuity and Disaster Recovery

9.1 Up-to-date disaster recovery and business continuity plans should be accessible to staff and to appropriate staff of the States of Jersey on request.

10. Reviews

10.1 Periodic reviews, at a minimum annually, must be performed of the controls outlined in this document with documentary evidence maintained of any such reviews and made available to the States of Jersey on request. These should include, but are not restricted to, the following:

- Reviews of physical and environmental controls;
- Effectiveness of security measures;
- Tests of fire suppression and detection systems;
- Audits of access controls e.g. key and swipe card holders;
- Business continuity tests.