
From: University Announcement
Sent: Monday, February 14, 2005 11:10 AM
Subject: Records Management

The storage capacity of the Records Center is expanding to meet projected storage needs. Because of the construction in the Records Center, a significant number of storage boxes must be relocated to other areas in the Records Center, making these records inaccessible. The following summarizes the impact this construction will have on the Records Center's services:

Beginning Wednesday, February 16, the Records Center will temporarily stop picking up new boxes for storage and boxes for confidential destruction. We expect these services to be suspended for six to eight weeks.

There may be some delay in processing other requests so please try to get records request(s) in several days in advance of needing specific records.

Records in locations 32185 through 83730 will be inaccessible for six to eight weeks beginning February 16th; however, all other records will be accessible.

All other Records Center services will be available and we will do our very best to meet your Records Center needs during the construction period.

We appreciate your cooperation and your patience during the renovation. If you have any questions during this time, please call Records Management at 882-6362.

Thank you.

Cyndie Parks

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<http://www.umssystem.edu/ums/departments/fa/management/records/>