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## Survey Continued

### **5. Attic/ Balcony Area -continued**

Recommendations: To fully understand what is here, this area needs to be cleaned, and all equipment, empty boxes, etc. removed so the materials can be inventoried. Many records appear to be ones that fall under retention schedules; those that have been retained for the recommended length of time and which do not have archival value could be discarded, once permission is obtained from the State Records Management Unit. There is no climate control in the attic, but it does appear that the ceiling, which had previously leaked, has been repaired. With the addition of air conditioners and dehumidifiers, this room might be used to store (until permanent storage is located) the "at risk" collections now stored in the basement.

