



Historical Records Theft: Strategies for Prevention and Response

Sample Closing Procedure

Overview

The purpose of the closing procedure is to ensure that all staff and members of the public have vacated the archives facility prior to closing. At 4:45pm each business day, a security guard reports to the research room to assist staff conducting the closing rounds. Rounds begin at 4:55pm and are completed by 5:15pm. Rounds itinerary includes all spaces in the archives facility, both public and staff only. Rounds are conducted by archives managers or other authorized staff along with the security guard.

Procedures

- Between 4:45pm and 5:00pm, security guard monitors lobby and checks restrooms, locker room, and corridors to ensure that all members of the public have vacated the floor.
- Reference staff confirm that the registration desk has been left in order and that all registration forms and keys have been secured according to established procedures. Reference staff also confirm that no locker keys have been left behind in the locker room.
- At 5:00pm, archives manager meets security guard and together they walk through work and storage areas, following sequence laid out on floor plan.
- Guard and archives manager check all spaces to ensure that they are secure and that archives staff and the public have vacated.
- Archives manager confirms that all archives holdings are secured in secure storage spaces.
 - If archives holdings are found outside of secure space, they are placed in secure space.
 - If a door is found ajar, it is closed and secured, following verification that no staff or the public are present, and the incident is reported to archives management and security.
- Archives manager and security guard make last stop at office area and exit the facility with any remaining staff.