

# Supplemental Application for RECORDS STORAGE OPERATIONS

APPLICANT NAME:

REQUESTED EFFECTIVE DATE:

**GENERAL DESCRIPTION OF THIS INDUSTRY SEGMENT:**

**"RECORDS STORAGE OR INFORMATION MANAGEMENT"** operation means the transportation, storage, handling, organizing, digitalizing, shredding, and other related services for Shipper's Goods or Customer's Goods. For this Industry Segment, Shipper's Goods or Customer's Goods means paper records and/or data recorded on photographic, microfilm, microform, other digitalized media.

**SPECIFIC OPERATIONS CONDUCTED BY APPLICANT:** (Check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Storage of Paper Records            | <input type="checkbox"/> On-Site Data Destruction        | <input type="checkbox"/> Records Management Software              |
| <input type="checkbox"/> Storage of Digitized Records        | <input type="checkbox"/> Off-Site Data Destruction       | <input type="checkbox"/> Consulting on Information Management     |
| <input type="checkbox"/> Storage of Vital Records            | <input type="checkbox"/> Paper Recycling                 | <input type="checkbox"/> Consulting on Disaster Recovery Planning |
| <input type="checkbox"/> Storage of Microfilm or Microfiche  | <input type="checkbox"/> Other than Paper Recycling      | <input type="checkbox"/> Customer Training                        |
| <input type="checkbox"/> Backup of Customer's Computer Files | <input type="checkbox"/> File or Box Pickup and Delivery | <input type="checkbox"/> Other (describe below)                   |

**SPECIAL COVERAGE OPTIONS FOR THIS OPERATION**

- |  |   |  |   |
|--|---|--|---|
| Data, Media & Equipment of Others:<br>(Any One Customer/Any One Occurrence)      | <input type="checkbox"/> \$10,000/\$50,000<br><input type="checkbox"/> \$25,000/\$100,000   | Cost of Extraordinary Reconstruction:<br>(Any One Customer/Any One Occurrence) | <input type="checkbox"/> \$5,000/\$25,000<br><input type="checkbox"/> \$10,000/\$50,000 |
| Unintentional Revealing of Confidential Information:<br>(One Customer/Aggregate) | <input type="checkbox"/> \$50,000/\$100,000<br><input type="checkbox"/> \$100,000/\$200,000 | Pickup of Records:<br>(Any One Customer/Any One Occurrence)                    | <input type="checkbox"/> \$5,000/\$25,000<br><input type="checkbox"/> \$10,000/\$50,000 |

**LICENSES, PERMITS, or CERTIFICATES and REFERENCE OR DOCKET NUMBERS** (Check any that apply and show permit numbers and exact names):

- PUC or DOT State: \_\_\_\_\_ # \_\_\_\_\_  FMCSA MC# \_\_\_\_\_
- PUC or DOT State: \_\_\_\_\_ # \_\_\_\_\_
- PUC or DOT State: \_\_\_\_\_ # \_\_\_\_\_  Other Permits (describe): \_\_\_\_\_

**PROFESSIONAL ASSOCIATIONS or CERTIFICATIONS** (Check all that apply):

- PRISM  ARMA  NAID  ISO 2002 Certification
- List Other Association Memberships or Certifications:

**SPECIFIC INFORMATION – CARGO COVERAGE**

- What types of cargo paperwork does the Applicant issue?  Bill of Lading  Contract for Move  Purchase Order  Other (describe)
- When is the initial valuation determination made?  Before items are received into the Records Center  After items are received in the Records Center

**SPECIFIC INFORMATION – RECORD CENTER COVERAGE**

Please complete the following for each warehouse location (If there are more than 4 record centers, attach additional schedule.)

| LOC. NO. | ARRANGEMENT   | BREAKDOWN OF RECORDS & SERVICES (Describe any "other" in remarks)   |
|----------|---|---|
|          | Interior Height: _____ Ft. Height of Racks: _____ Ft.<br><input type="checkbox"/> Catwalk <input type="checkbox"/> Mezzanine <input type="checkbox"/> Solid Shelves <input type="checkbox"/> Punched/Open Shelves | _____% Paper Records ____% Digital Records (either tape or disk)<br>_____% Vital Records ____% Media Vaults ____% Other |
|          | Interior Height: _____ Ft. Height of Racks: _____ Ft.<br><input type="checkbox"/> Catwalk <input type="checkbox"/> Mezzanine <input type="checkbox"/> Solid Shelves <input type="checkbox"/> Punched/Open Shelves | _____% Paper Records ____% Digital Records (either tape or disk)<br>_____% Vital Records ____% Media Vaults ____% Other |
|          | Interior Height: _____ Ft. Height of Racks: _____ Ft.<br><input type="checkbox"/> Catwalk <input type="checkbox"/> Mezzanine <input type="checkbox"/> Solid Shelves <input type="checkbox"/> Punched/Open Shelves | _____% Paper Records ____% Digital Records (either tape or disk)<br>_____% Vital Records ____% Media Vaults ____% Other |
|          | Interior Height: _____ Ft. Height of Racks: _____ Ft.<br><input type="checkbox"/> Catwalk <input type="checkbox"/> Mezzanine <input type="checkbox"/> Solid Shelves <input type="checkbox"/> Punched/Open Shelves | _____% Paper Records ____% Digital Records (either tape or disk)<br>_____% Vital Records ____% Media Vaults ____% Other |

- What types of storage paperwork does the Applicant issue?  Warehouse Receipt  Storage Contract  Inventory Control Document  Purchase Order  Other
- Does the Applicant ever have off-site storage?  Yes  No Does the Applicant pick up & deliver backup tapes or files?  Yes  No
- Are there any "climate controlled" facilities?  Yes  No (If "Yes", describe in remarks.)

RECORDS STORAGE or INFORMATION MANAGEMENT SPECIFIC OPERATION INFORMATION