

Office of the Public Records Administrator

Guidelines for Vault Size for Storage of Municipal Records

(Effective October 9, 1996)

The following guidelines for vault size and storage of municipal records are established by the Public Records Administrator:

- Population up to 2,000 — not less than 300 sq. ft.
- Population between 2,000 and 5,000 — not less than 400 sq. ft.
- Population between 5,000 and 10,000 — not less than 500 sq. ft.
- Population between 10,000 and 15,000 — not less than 600 sq. ft.
- Population between 15,000 and 20,000 — not less than 800 sq. ft.
- Population between 20,000 and 30,000 — not less than 1,000 sq. ft.
- Population over 30,000 — minimum vault size shall be determined by the Public Records Administrator, in consultation with municipal officials and the individual (architect or design engineer) responsible for preparing plans and specifications.