

Mar. 7, 2001

UMKC INFORMATION SERVICES DATA SAFE

Information Services now offers short term "Data Safe" storage for magnetic or other Computer media. The Data Safe is U.L. Listed for 4 hours of fire and heat protection. University departments that need fire protection or off-site short-term storage for magnetic media like diskettes, tapes, cartridges or magneto optical disks should contact the UMKC Call Center at 235-2000, then press 5. All transactions are made through the Call Center at 4825 Troost, Suite 102.

The following are the guidelines for using the Data Safe:

- 1) Items stored in the Data Safe must be magnetic or computer media, including but not limited to compact disks, diskettes, cartridges, tapes or magneto optical disks. (Computer Listings or Microfiche will NOT be accepted for storage).
- 2) Information Services does not guarantee the integrity of any media stored in the Data Safe. The Data Safe will provide protection against fire, heat, smoke, humidity, and water as rated by the U. L. Listing!
- 3) All items will be stored on a space available basis.
- 4) Items will be stored NO longer than six (6) calendar months from the check-in date. (Items that need long term or permanent storage should be sent to the University Archives or Records Center at 2910 LeMone Blvd. Columbia, MO. 65211 phone # (314) 882-6362.
- 5) Items may be checked in or out of the Data Safe during normal hours of operation (M-F, 8am - 5pm, excluding University holidays).
- 6) Small items like diskettes will only be accepted in boxes or other larger containers, i.e. NOT individually.
- 7) Each item or group of items in a box will be assigned a reference number and labeled with that reference number.