

Archiving industrial hygiene survey reports – turning lots of boxes into bytes

C. D. Jones, MS, CIH, NAVMEDCEN
Portsmouth, DPHS, Industrial
Hygiene Department

Archiving IH survey reports

- Disclaimer – the views expressed in this article are those of the author(s) and do not necessarily reflect the official policy or position of the Department of the Navy, Department of Defense or the United States Government
-

Archiving IH survey reports

- Head, Industrial Hygiene Department, part of DPHS, NMCP
 - We have 5 Divisions, 44 folks, 9 CIHs, 1 CSP, 22 non-certified IH, 6 IH Technicians, 1 Secretary and 4 Office Automation Clerks
 - We are the primary IH service provider for Hampton Roads, VA
-

Archiving IH survey reports

- This is Mt. Kilimanjaro



Archiving IH survey reports

- This is Mt. IH Survey Reports





Archiving IH survey reports

- ❑ In CY 2011, we produced 1745 periodic IH survey reports for 129 commands
 - ❑ Since 1985, that's over 47,000 reports
 - ❑ We were running out of space to store them
-

Why do we have so many old reports? Because we have to ...

- ❑ DOD: noise exposure data shall be kept for the duration of employment plus 30 years
 - ❑ Navy: noise data must be saved for 50 years
 - ❑ SECNAV: some OH, IH and Environmental records must be saved for 75 years
-

We had to do something

- From the early 1990s through 2011, we used a system of coded boxes, designated storage shelves, and a computer database to inventory stored IH survey reports
 - Then we moved, and that design went to heck
-



We had to do something

- Enter the DST, THE Document Storage Team!
-

We began to do some serious thinking





We even called for help from a higher authority





Our DST formulated a plan to organize and take action

- ❑ Organize - from February 2011 to May 2011, the DST organized 35+ years of IH survey reports
 - ❑ Take action – scan reports to disks, dump them off the NMCP computer, freeing up additional space for “active” documents and data
-



The DST plan ... in action

- ❑ Created a database to catalog and inventory these discs
 - ❑ Designed and found space for an IH Survey Report Library to deposit the discs
 - ❑ Ensured one could find one ... should the need arise
-



The DST plan ... in action

- ❑ Procured an NMCP MID-compliant external hard drive to save back-up copies of all the disc-bound survey reports
 - ❑ Two copies of everything, stored in different places - a prudent business continuity plan
-

At this stage, what do we have?

- Mountains of paper copies of reports
 - Those same reports scanned to disc
 - Backups of those discs on an external hard drive

 - Let's move those paper copies
-



Moving the paper

- ❑ Contacted the National Archives Records Center in Maryland
 - ❑ We lugged/schlepped boxes to NMCP
 - ❑ Shipped them
 - ❑ In CY 2011 we shipped 124 boxes (three cubic feet each) = 385 cubic feet
-



In summary, A-S-P-C-A

- Arrange the paper
 - Scan the paper into pdfs
 - Put the pdfs on disc
 - Copy the pdfs onto an external hard drive
 - And ship the paper

 - And you're done!
-



Kudos to our DST

- Jennifer Williams – DST mentor (now retired)

 - Jamie Newbern-Jones
 - Ariel Jonesknuckle
 - David Selan
-



Any questions?

- In the event you need additional info:
 - 757-953-8911 = office number
-