

# **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.