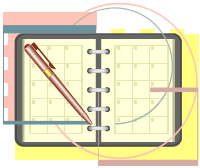


## Planning a Records Clean-Up Day

Planning a records clean-up day is a great step on the road to getting control over your records. To make your day a success it is important to plan carefully, communicate with staff in advance of the scheduled day, and know what you want to accomplish. Below is a step-by-step guide to planning for a records clean-up day.



Choose a good day for your clean-up day. This will differ from department to department depending on your busy seasons. In general, you want to schedule the records clean-up day for a time of year that is the least hectic or when the unit can be closed for the day, if possible. Make sure to schedule the clean-up several weeks in advance so that you can give staff enough notice about the event.

Determine what supplies you will need for the process. This includes shredding boxes from DocuVault or an in-house shredder, recycling bins for non-confidential records, records destruction forms, boxes for moving files to secure storage, and dollies for moving boxes if necessary. Order all supplies well in advance of the scheduled day.



Inform the appropriate people about the event. This should include the department's managers and all staff who will be involved in the event. Everyone needs to be aware of the event and support it. Consider posting flyers throughout your unit to ensure people are ready for the clean-up day. Be sure to include any information about what staff will need to do to be prepared for the records clean-up day in your initial announcement and subsequent reminders.

Inform the University Archives about your records clean-up day. We can provide assistance interpreting the retention schedules, picking up boxes to be archived at the end of the day, and be on-site during the event to answer questions about destruction, archiving, and retention.



Collect resources about Drexel's records management policy, records retention schedules, and from the University Archives and provide them to staff in advance of the clean-up day. Encourage everyone to review these materials before the event.



Consider allowing staff to dress casually for the occasion and providing small promotional items (pens, coffee mugs, etc.) and/or snacks to participants.



Compile information about University policy, records retention, and destruction best practices to hand out to participants on the day of the event.