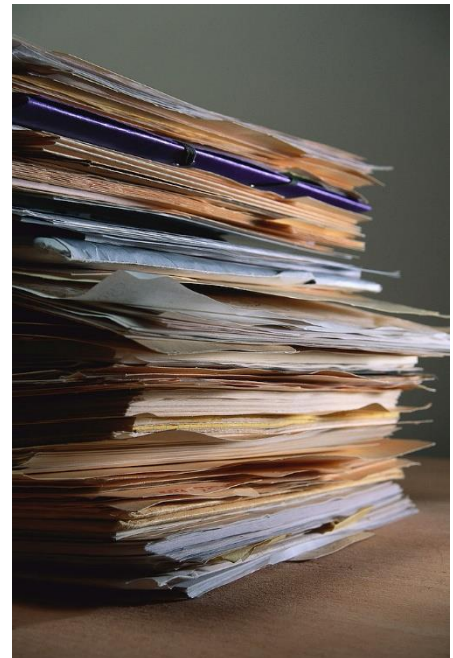


## CLEAN OUT YOUR FILES DAY: What must I keep and how long must I keep it?

Virtually all of us bear the responsibility of managing records, all records – whether they are records that must be kept permanently or records that are kept for a pre-determined length of time and then destroyed. Records can range from original records that document the program functions and responsibilities for your company to copies of technical catalogs and manuals kept solely for the convenience of multiple users.

As you do your part to manage the ever-growing expanse of office records, please keep in mind three very important points:

1. A **Record** is a document, book, paper, electronic record, photograph, sound recording, or other material, regardless of physical form or characteristics, that is made, produced, executed, or received pursuant to law in connection with the transaction of official business of your company.
  - a. A Record is *not* library related material made or acquired and preserved solely for reference or exhibition purposes. Records are also not stocks of publications and unprocessed forms.
2. Records are **company property**. All records made or received by or under the authority of or coming into the custody, control, or possession of your company are the property of the company. It's your responsibility to ensure that records are not mutilated, destroyed, transferred, removed, or otherwise damaged or disposed of, in whole or in part, except as provided by law or by rule.
3. Your company has the responsibility to develop **Records Series Retention and Disposition Schedules**.
  - a. A Records Series is a category of records. For instance, "Patient Files," or "Corporate Founding Documents," or "Employee Expense Reports."
  - b. Retention Schedules describe the length of time a records series must be retained by your company, and provide authorization/ instructions for final disposition of the records series by destruction or permanent retention.



As you participate in clean out your files day, use your company's Retention Schedules to assist you in determining:

1. Which records are still active and therefore must be kept in your office for a pre-determined length of time.
2. Which records are now eligible for transfer to MDSs Environmentally Secure and Climate Moderated Records Warehouse
3. Which records can be destroyed directly from your office, and finally
4. Which records can be transferred to MDSs Environmentally Secure and Climate Moderated Records Warehouse for permanent preservation