

TIPS FOR GOOD RECORDKEEPING

10 Tips for Good Recordkeeping

1. On a regular basis, file your emails that need to be kept into the appropriate archive folder.
2. Don't let your inbox have more than 50 emails in it at any one time.
3. Set-up sub-folders within the email archive folders to aid retrieval of information. One way of naming the folder is to match it to a records series as defined in your agency records retention and disposition schedule (RRDS), the General Administrative Records Retention and Disposition Schedule (GARRDS) or the Commissioner General Administrative Records Retention and Disposition Schedule.
4. Have a consistent way of naming your files – this will aid retrieval, especially with electronic files.
5. Make sure that records, regardless of their format, are only kept as long as they need to be. Refer to your agency RRDS or the GARRDS for prescribed retention periods.
6. Make yourself familiar with the policy and procedures within the RIMS Manual, which can be found on the RIMS homepage at:

http://archives.alaska.gov/records_management/records_management.html
7. On at least a weekly basis, file your paper records into structured storage e.g. a filing cabinet. This will create more space on your desk and aid retrieval of that information.
8. Attend training sessions organized by the RIMS.
9. Employ good practice that you see used by colleagues.
10. Ensure proper back-up of electronic business essential information.