



# RIM Spring Cleaning

Records and Information Management Month



## USE IT

Know what information is available, where and how to access it. Save what should be saved.



## ORGANIZE IT

Use a consistent, logical, and intuitive file naming convention. Save important emails in the appropriate place. Check in with your team to see if your folder structure works for everyone who uses it.



## SECURE IT

Double-check access to folders, documents, or SharePoint sites. Ensure you are clearing your desk of personal or sensitive/confidential information. Double-check who you are sending emails to prior to hitting 'Send'.



## DELETE IT

Comply with AU's Retention and Disposition Schedules. Delete transitory emails. Go through shared drives and delete transitory records, duplicates, etc.

