# 🥇 How to Be the Best 🥇
# Records Retention Coordinator

**Review your Records Retention Schedule** → **Set a time to send records to the Archive.**
Make sure to only send FINAL Copies!

→ **Use the easy to use tool Exactly to send records to the Archive!**
Don't forget to add required descriptive info when transferring your records! If you don't describe it, we won't know what it is!

→ **Success!**
Anything sent to the Archives you can still access!

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# General Tips on Digital File Management

## Standardized and Consistent File Naming Conventions:

Use consistent and descriptive file names that work for your Department. Having date information in the file name is SUPER helpful for identification in long term preservation. This goes for email subject headings too!

Good File Name: '**20160501__Records_Retention_Schedule_Policy**'
Bad File Name: 'updated RRS'

Good Email Subject Heading: **'May 2016 - Implentation of Records Retetnion Schedule Across BAM - With Attachement'**
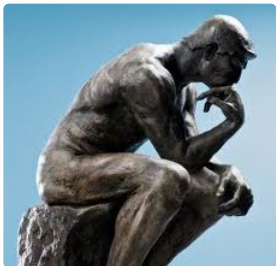Bad Email Subject Heading: Please Read

## Identify and Discard Old Versions and Drafts:

When (and only when) old versions are no longer needed, get rid of them! Avoid confusion by labeling final versions 'FINAL' in the file name.

Example: '**20160501__Records_Retention_Schedule_Policy_FINAL**'

## What is Significant? When Is Something No Longer Useful?:

Many of the retention categories call for a selection of 'significant' records. But how do you know if something is significant or not? Try to imagine you are a researcher in the future interested in the history of BAM. Is the record in question something that portrays unique information about BAM? How much of this information would future researcher you want to sift through? And as always, if you are uncertain about something just ask the Archives!

Many of the record categories have designated retention times of 'while useful.' How do you know when it's ok to get rid of something? How do you appease that nagging 'well you just never know' that's ringing in your ear? Consider making a 'Rarely Used' folder where files suspected to be no longer useful can be stored. If files in this folder have not been touched within a year, consider deleting them!
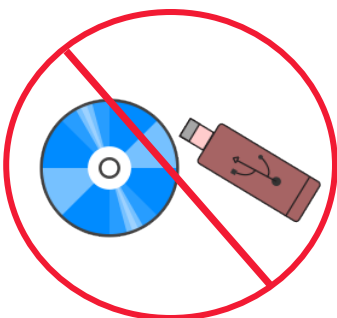
## Avoid Storing Records on Removable Media:

IT daily backs up all information on Networked Servers. If your records are not on your Departmental Network Server, they will not be guaranteed to be backed up! Additionally, optical media (CDs, DVDs) have extremely high failure rates. If its scratched, it's useless! Flash drives aren't great either!