

# Document Maintenance Guide

## Sorting Schedule

Once every week. 1st  
Saturday of the  
month.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JAN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MAR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MAY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JUNE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JULY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OCT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NOV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEC

## Decluttering Schedule

Once every 2 weeks.  
2nd and 4th Saturdays  
of the month.

<input type="checkbox"/>	<input type="checkbox"/>	JAN
<input type="checkbox"/>	<input type="checkbox"/>	FEB
<input type="checkbox"/>	<input type="checkbox"/>	MAR
<input type="checkbox"/>	<input type="checkbox"/>	APR
<input type="checkbox"/>	<input type="checkbox"/>	MAY
<input type="checkbox"/>	<input type="checkbox"/>	JUNE
<input type="checkbox"/>	<input type="checkbox"/>	JULY
<input type="checkbox"/>	<input type="checkbox"/>	AUG
<input type="checkbox"/>	<input type="checkbox"/>	SEP
<input type="checkbox"/>	<input type="checkbox"/>	OCT
<input type="checkbox"/>	<input type="checkbox"/>	NOV
<input type="checkbox"/>	<input type="checkbox"/>	DEC

## Archiving Schedule

Once every month.  
Last Saturday of the  
month.

<input type="checkbox"/>	JAN
<input type="checkbox"/>	FEB
<input type="checkbox"/>	MAR
<input type="checkbox"/>	APR
<input type="checkbox"/>	MAY
<input type="checkbox"/>	JUNE
<input type="checkbox"/>	JULY
<input type="checkbox"/>	AUG
<input type="checkbox"/>	SEP
<input type="checkbox"/>	OCT
<input type="checkbox"/>	NOV
<input type="checkbox"/>	DEC