## **Document Maintenance Guide**

## **Sorting Schedule Decluttering Schedule Archiving Schedule** Once every week. 1st Once every 2 weeks. Once every month. Saturday of the 2nd and 4th Saturdays Last Saturday of the of the month. month. month. JAN JAN **JAN FEB** FEB **FEB** MAR **MAR MAR APR APR APR** MAY MAY MAY **JUNE** JUNE **JUNE** JULY **JULY JULY AUG AUG** AUG **SEP** SEP SEP **OCT OCT OCT** NOV NOV NOV **DEC DEC DEC**

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