The person who held your job before you just retired and left you all of their files, some going back to the 80s. What’s your move?

A. Ignore it! They obviously thought it was important so I can probably use it someday, too.
B. Try to work through the old stuff, but get overwhelmed and give up...leaving it for the next person to deal with.
C. Work through the old files and discard anything that’s past its retention. No reason for me to keep it!

How do you manage your UW email?

A. I have thousands of emails in my inbox. I only open the current ones that are relevant to me.
B. I actively delete junk mail, but I keep anything from UW emails in case I’ll need it someday. I flag the really important ones.
C. I delete all junk mail and transitory emails. I put the valuable emails in folders based on their content, then delete them after their legally-approved retention period.

How do you know how long you have to keep your records?

A. If it seems important to my office, I just keep it forever. It’ll come in handy someday I’m sure!
B. I send my paper records to the University Records Center because they know how long to keep it. The digital files aren’t real records anyway, right?
C. I check the General Schedule to find out how long to keep all my records, regardless of format, and store them in folders sorted by type. I delete the appropriate files at the end of the retention period.

For more great records management content, check out the UW RECORDS MANAGEMENT SERVICES website