

**WORKING FROM HOME TOO LONG?**

**DON'T PANIC, TAKE OUR CHALLENGE**

# RECORDS MANAGEMENT 20-DAY CHALLENGE

THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>EMAIL CLEAN-UP WEEK</b>	<b>1</b> Double Delete Day: Delete your "Deleted Items" folder to completely purge emails.	<b>2</b> Create a folder for transitory emails and set an automatic retention. <a href="#">Check out our tutorial to learn how!</a>	<b>3</b> Make managing email easier. Review our <a href="#">Outlook Tutorials</a> and apply a rule or set up a quick-step for your inbox.	<b>4</b> Create email folders for your current projects & move associated emails into them.	<b>5</b> <i>Fun Friday:</i> revisit joke emails to your colleagues and funny videos to your best friend, then delete them.
<b>TRAINING AND PREP WEEK</b>	<b>6</b> Watch the Records Management <a href="#">online training</a> videos.	<b>7</b> Feeling overwhelmed? Schedule a consult with the <a href="#">ROT Squad</a> today!	<b>8</b> Check out our <a href="#">Vital Records Manual</a> to identify and protect your office's vital records.	<b>9</b> Draft a <a href="#">scanning policy</a> to get rid of lingering paper copies; <a href="#">check here to see</a> if your office already has a scanning policy!	<b>10</b> <i>Fun Friday:</i> check out our <a href="#">meme library</a> and share your favorite with a colleague.
<b>FINANCIAL CLEAN-UP WEEK</b>	<b>11</b> Delete any copies of receipts and invoices that have been uploaded into ARIBA.	<b>12</b> Check out <a href="#">Materials that May Be Disposed of Without a Specific Retention Period</a> , and identify the <a href="#">ROT</a> in your office.	<b>13</b> Now that you have identified records to delete, take the time to discard those remaining records for good.	<b>14</b> Use our <a href="#">Financial Records Quick Reference</a> cards to guide you on the rest of your financial record clean-up journey.	<b>15</b> <i>Fun Friday:</i> You're 75% of the way through our challenge... Use your new knowledge to <a href="#">submit a meme</a> for our library!
<b>STUDENT RECORDS WEEK</b>	<b>16</b> Familiarize yourself with the retention for various student records on the <a href="#">General Records Retention Schedule</a> .	<b>17</b> Shred or delete <a href="#">student assignments, exams, or papers</a> from spring quarter or earlier.	<b>18</b> Shred or delete student folders for all students who have graduated or you haven't had contact with since Summer 2014 or earlier.	<b>19</b> Create an electronic folder structure to track interactions with students by individual or cohort.	<b>20</b> <i>Fun Friday:</i> sign up for our <a href="#">Newsletter</a> to stay in the loop all year long!

**COMPLETE THE CHALLENGE? [EMAIL US](#) TO BE ADDED TO OUR HALL OF FAME!**