Organizing a Records Clean-Out Day

Shred … store … less is more!

Who: {Unit}

What: Dispose of a backlog of transitory records

When: Choose a day

How: Follow these steps …

1) Identify a Unit IM&P Lead, who will be responsible for heading up the Clean-Out Day), and choose a day that works for everyone in your unit.

2) Provide management with an overview of the Clean-Out Day. Executive support is critical to obtaining a high rate of employee participation.

3) Gather resources: Small shredding boxes to hold records until they can be placed in the appropriate shredding bins, forms for documentation, etc.

4) Send out communications to all staff of the date, time and location of the Clean-Out Day.

5) Provide information on transitory records and involve representatives from OCIO IM Advisory Services (IM@mun.ca) if you have questions.

6) If abandoned or inactive records are identified, complete a list in order to transfer those records elsewhere.

7) Place transitory records in a small shredding box. As each employee completes their section, they should check the records in the shredding box to confirm they are all transitory and can be shredded.

8) As employees complete the clean-out of their area, they should notify the Unit IM&P Lead of the amount of records disposed (e.g. one drawer of a four-drawer cabinet).

9) At the end of the day, the Unit Lead should walk around to ensure all records have been removed from the small shredding boxes and disposed of securely.

10) Documenting the Clean-Out Day allows units to review the event and plan future Clean-Out Days. Make sure to document the event date and time, number of staff who participated, total volume of transitory records disposed and lessons learned (identify what went right and what could be improved upon).