

IM Month 2021: Declutter Challenge



Challenge 9: File Attachments

April 14



Declutter Challenge – File Attachments

Many times we're asked to review a document, changes are made to it and it goes through a number of revisions before being finalized. Most of these revisions occur through email correspondence. We also receive project specific documents in email, such as meeting minutes, agendas, decision documents, work offers, invoices, POs, etc. These types of deliverables should be stored in your organization's recordkeeping system (e.g., Hewlett Packard Records Manager (HPRM), OnBase, Network shares, case management solution SharePoint, etc.) so you shouldn't need to keep a 'copy' of them in your email. Also, you run the risk of not referencing the most recent version.

Review your current mailbox and sort messages by size, contains attachments, or use the built in search folders large email option. Once you've found them, review and see if they can be deleted, saved to a network share, stored in your organization's recordkeeping system. Don't forget to empty your Deleted Items folder when you're done!

Going forward consider sending links to information versus copies of the information in an email to assist both yourself and the recipients.

- HPRM allows us to email a reference; the preferred option when sending information that is currently in HPRM.
- Outlook allows for inserting hyperlinks as well as the option to right-click drag and drop from File Explorer to create a hyperlink to files and/or folders automatically.
- Microsoft Tools such as Word, PowerPoint and Excel also offer the option to Share as PDF.