

IM Month 2021: Declutter Challenge

Challenge 13: Copies of Information

April 20



Declutter Challenge – Copies of Information

One of the most significant negative impacts to effectively locating information when searching can be attributed to multiple copies of the same information. Multiple electronic copies or versions can make it difficult to determine the official version of a file and paper copies are quickly outdated and time consuming to search.

Here are some activities that you can follow to declutter your copies.

- Dispose of previous versions of information that meet the requirements of transitory records.
- Dispose of convenience copies of information that is managed elsewhere such as paper printouts or copies distributed by email. These file types are often transitory records and should be routinely disposed.
- Dispose of system extracts/reports that are no longer required. Information contained in extracts and other reports are a point in time reference and if not required for business purposes should be regularly reviewed and disposed when appropriate.
- Place the official record in the proper location in the electronic document management system, such as HPRM, or in the approved secure location on the Shared Drive.

Additional resources:

[Webpage – Transitory Records](#)