

File Plan Development



Workshop Description

A file plan lists the records in your office, and describes how they are organized and maintained. A good file plan is one of the essential components of a recordkeeping system, and key to successful records management. File Plan Development will walk attendees through the steps of identifying their records and what information should be included as part of the file plan. Attendees will leave with ideas about how to document and organize their paper records as well as their electronic documents

Learning Outcomes

At the conclusion of this module, participants will:

- Know why having a file plan is a benefit to departments and DePaul University.
- Understand the components that make up a file plan
- Be able to identify the records in their departments
- Have started the process of creating their own file plan

How to Enroll

This module is available in-person and online. To enroll, complete the application process on Campus Connect. Need a tutorial on how to enroll? [Click here](#).

Need More Information?

For more information, please contact the Department of Records Management at recordsmanagement@depaul.edu

