

Filing Best Practices



Workshop Description

Filing Best Practices will guide participants through understanding the lifecycle of a record, the different ways to organize records, suggestions for labeling files, and how to separate active files from the ones that are no longer being used but must keep per the Records Retention Schedule. Topics include types of filing schemes, active versus inactive records, filing system controls and physical storage options.

Learning Outcomes

At the conclusion of this module, participants will:

- Know the different stages of the records lifecycle and how each plays a part in records management
- Understand different ways to organize and label files to assist with retrieval and disposal
- Have exposure to different file storage options
- Be able to separate and track files

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

