

Periodically (at least once a year), you should ensure that that you take time to review the paper in their cubicles/desks/office space, and organize it. During that time, DoD employees are urged to

Put the voicemail on, inform your colleagues you will be working on a high priority project, grab a burn bag or three, close the door, if you have one – and get to work cleaning out your unclassified and classified clutter.”

However, before you begin destroying your documents/files, remember to brush up on your Records Management knowledge so that you can identify the record material and disposition those items per the OSD/WHS Records Disposition Schedules (Administrative Instruction 15, Volume II) and your Office’s File Plan. How do you do that? Just follow the steps below!

Step 1 – Prepare: Prior to getting to work, get a copy of the following resources to help you differentiate your record and non-record items

- Your Office File Plan from your Component Records Management Officer (CRMO). Contact the Records Management Office (ron.mccully@whs.mil to get the names of your office’s staff.)
- How to Identify Records Flow chart - from WHS RDD or attend Records Management Training.

Step 2 – Collect your Clutter: To ensure that you are collecting all of your clutter, check all reasonable locations for documentary materials and/or clutter. This includes checking

- Each drawer and overhead container in your cubicle,
- Each filing cabinet in and around your cubicle;
- The floor and behind the cubicle/working area; and
- Any group areas, empty offices and closets near your working area.



Step 3 – Organize your Clutter: Now that you have collected it, place your clutter into the following categories

- Supplies – staplers, pencils, pens, clips, tape dispenser, etc.
- Personal files/Items – items that belong to you and are not related to OSD/WHS business/actions
- Working files/Non-Record material – empty forms, copies kept only for convenience of reference, publication stock copies, and working drafts of documents
- Record Material – documentary material, made or received at OSD/WHS, which pertains to a decision, function, activity, policy, mission or business practice. Use the How to Identify Records Flowchart to help you identify which items are records.

Step 4 – Disposition each sorted category: For every item within each category determine the item's value to you and/or the Agency

- For **supplies**, determine if the item is functioning, still necessary to have at hand and otherwise is in good condition. If not, take it to your property manager for disposal or reassignment.
- For **Personal files**, determine if you still need to keep at DTRA (if so, make sure you keep them separate from your Records).
- For **Working files/Drafts**, determine if there is a final version. If so, you can destroy the working papers/draft versions. **Note:** Working files are records if they contain substantive information or were circulated to other employees.
- For **Records**, group those that share the same related subject and use your Office File Plan to determine what series best describes each grouping of records. Once you have selected the series, further arrange each series grouping by date. Make sure you take out exact duplicates so that only one copy of each record is retained. Check the Disposition Instructions column in the Office File Plan to determine if the records within each series can be destroyed. For those that should be retained, determine if they can be retired (at least one year left on the retention period for temporary records, or if they are inactive for permanent records). File the ones that should be retained (but not retired) according to the Office File Plan.

If you have any additional questions/concerns or would like to attend Records Management Training please contact the WHS, Records and Declassification Division.

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