



Spring Cleaning your Files and Records

April is Records and Information Management Month, which serves as a great reminder that it's time to "spring clean" our offices and our records. University Records Management is here to answer your questions—from "How long do I need to keep this?" to "How do I get rid of this?"

Almost every document or file created at Kansas State University has a prescribed length of time it must be stored. Some materials, like drafts and notes, only need to be kept until a project is completed or a final product is produced. Others, such as student transcripts or annual reports are retained for longer. Most records fall somewhere between these two categories.

If you're unsure how long your records need to be kept, start by reviewing the University Records Retention Schedule at <https://www.k-state.edu/arm/records/schedules/>. If you don't find the answer there, contact us at libsc@ksu.edu and we'll be happy to look into your specific record type. University Records Management is currently updating the University Records Retention Schedule, so if you notice something that may need adjustment for your department, please reach out to begin the conversation.

Now is also a great time to review your office's electronic records. These follow the same rules as paper records. It may be time to purge multiple draft copies with names like "Final Report w Bobs Edits," "Final Report_FinalVersion," or the classic "Final Report_FinalVersion2."

Why is this important? First, cleaning out old records frees up space in your office and on your computer, making it easier to find information and reducing storage costs. More importantly, retaining records longer than necessary increases legal and privacy risks. For example, keeping documents with Personally Identifiable Information beyond their retention period could lead to data breaches, and any records you maintain are discoverable under a KORA request.

To make your spring clean-up easier, we've created a calendar of quick daily activities for April to help tidy both your personal and professional records.

April 2026

Week 1:

- Search for "unsubscribe" in your email and remove yourself from unnecessary lists.
- Delete webinar or registration emails you've already completed.
- Create folders for projects or groups to make related emails easier to find.
- Clean out your computer's Downloads folder and delete duplicates.

Week 2:

- Delete previous versions, drafts, and working copies when a final version exists.
- If a project is complete and you have the same files in both the W: Drive (CatFiles) and SharePoint, delete the W: Drive (CatFiles) version.
- Review the shortcuts and files saved to your desktop; delete anything outdated.
- Empty your computer's recycling bin.

Week 3:

- Remove personal items stored in your W: Drive, OneDrive, or SharePoint.
- Review the University Retention Schedule.
- Go through file cabinets to see what hard-copy records you have.
- Send inactive records past their retention schedule to University Archives.
- Organize your desk.

Week 4:

- Recycle or shred old documents that have met their retention period and do not go to the archives.
- Remove documents or emails from former positions.
- Ensure your department's records coordinator information is up to date.

University Records Management is here to answer your records storage, retention and destruction questions. Please reach out to us to help make sure all the University's records are kept according to the legal requirements, are stored and can be found as efficiently as possible.

Contact University Records Management at:

Danielle Hall

University Records Manager

libsc@k-state.edu

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01	02	03	04
05	06 Search for Unsubscribe in your email and unsubscribe from unnecessary emails.	07 Delete webinar/registration emails that you have participated in.	08 Create folders for projects or groups to make it easier to find relevant emails.	09 Clean out your download folder of duplicates on your computer.	10	11
12	13 Delete previous versions, drafts and work in progress versions if a final draft of a document is available.	14 If a project is complete and you have the same files in both the W:Drive (CatFiles) and SharePoint, delete the W:Drive (CatFiles).	15 Review the short cuts and files saved to your desktop, delete outdated or files that are no longer needed.	16 Empty your recycling bin on your desktop.	17	18
19	20 Remove personal items out of your W:Drive, OneDrive, and SharePoint.	21 Review the University Retention Schedule.	22 Send inactive records that are past their retention schedule to university archives or delete.	23 Organize your desk.	24	25
26	27 Recycle or shred old documents that have met their retention period and don't go to the university archives.	28 Remove/delete documents and emails from former positions.	29 Make sure your department's records coordinator information is up to date.	30  YOU DID IT!! 		