



Tips For Office Clean Ups & Moves

Summer is often seen as an ideal time for offices to schedule a clean-up day or tackle projects to clear out old files. It's also peak season for office relocations, which typically involves packing and moving records. Whether you're cleaning out or moving into a new space, the process can quickly become chaotic without proper planning. The following records management tips are designed to help minimize disruptions and ensure your project runs smoothly and efficiently.

Plan ahead

- Contact Records Management services at dnhall@ksu.edu or **785-532-7466** prior to your clean-up for personalized assistance in planning your project.
- Review Kansas State University's records management [policies and guidelines](#).

Be aware of K-States policies about retaining and disposing of records

- K-State has official policies on how long you must keep different kinds of records and their disposition, known as the [Records Retention Schedules](#).
- Identify the kinds of records in your office and follow the retention and disposition schedules.
- If you are cleaning up your electronic files or your email, be aware that the records retention schedules applies to records in electronic formats too.
- For help interpreting the records retention schedules, contact us at dnhall@ksu.edu or **785-532-7466**.

Create an inventory of your records

- Records inventories are useful at any time to get a better understanding of what records an office has but are especially useful in situations such as cleanup projects and office moves.
- Creating an inventory will help to identify which records are ready for destruction, which records need to be kept in the office permanently, and which are eligible for transfer to the University Archives.
- Inventories can be used to document the records that are being packed in boxes. This will assist you in unpacking and organizing your records in the new office.
- If you need help getting started with your inventory, feel free to use the [Office Inventory Retention.docx](#)

Destroying records

- Before any record can be destroyed it must have a correlating [retention schedule](#).
- Do not destroy any records pertaining to an investigation, litigation, audit, or program review in progress or if you know that one is about to be held. This is the case even if the retention period or disposition date specified for the records has already expired.
- Do not destroy any records that have either "permanent" or "archives" as the disposition.

Archival records

- Records that have historical value and may be appropriate for transfer to the University Archives are indicated in the [Records Retention Schedules](#) by the retention plans "archives" and/or "transfer to the university."
- For details about transferring records to the Archives, please contact the university archivist at rleimkue@ksu.edu or **785-532-5013**.

Moving your records

- As you prepare the records that are going to be moved to your new location, it is important to document what records are being moved, where they are being moved to, and who is responsible for the records. This will assist you in unpacking your records in the new office and ensuring that records are not misplaced or abandoned.
- Label the outside of each box with the owner's name, office name, name of records, and total number of boxes of that kind of record (e.g., Box 1 of 3, Box 2 of 3, etc.)
- Use your inventory form to document all boxes being moved. After relocating, refer to the form to verify that all records have arrived at the new location.

Post clean-up assessment

- If your cleanup or move highlights challenges with your current recordkeeping practices or motivates you to reorganize for better access and management, contact Records Management Services. We can help address your questions, suggest improvements, and design effective recordkeeping solutions.