

S³: A **S**ingle **S**imple **S**ystem for Managing Your Files

(Regardless of Format, Media or Location)

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What, Why and How?

- WHAT

- It's a single, standardized process for managing all files
 - regardless of media, format or location

- WHY

- Following this process ensures:
 - fast and complete retrievals
 - readily identifiable locations for e-records
 - saves money, time through routine review/disposition

- HOW

- Essential requirements/tools:
 - discipline follow process EVERY DAY
 - file guide (followed continually, updated frequently)
 - guidelines for folder & file names, file footers
 - periodic file review/disposition



Tools

- Records Retention Schedule
- File Guide
- Guidelines:
 - standard folder and file names, file footers
 - Additional tools needed for Teams/Groups:
 - Management Commitment and Support
 - S³ Owner, Folder Owners
 - Team Commitment
 - Schedule for Routine Review/Disposition

***Note: handouts posted on GLA ARMA's webpage*

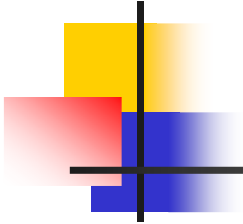


Next Steps

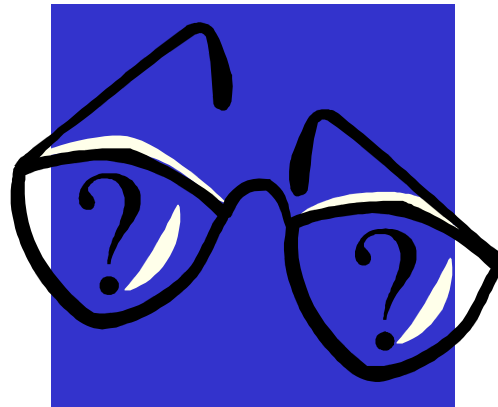
- Customize the File Guide and Guidelines
- Create new folders
 - file cabinets, desktops, shared drives
- Move documents into new structure
 - too many files?
 - ...create legacy folder(s), adopt S³ going forward
- Watch over use of folder/file names, footers
- Schedule routine file reviews/disposition

*** If doing as a group in your office, then success depends on:*

- *Mgr. identifying an S³ Owner and requiring adherence to S³*
- *Owner works with Folder Owners to establish & monitor S³*



QUESTIONS ?



FILE GUIDE: [insert your name here]

- This is your authority list of folders, whether on a shared file server or in hard copy files.
- Update the “e” master copy frequently, and file a hard copy at the front of any set of physical files.
- Please call Kay Schardein for help: **949-720-2758**.

_FILE GUIDE

ASSOCIATIONS

(nonrecords: information related to professional organizations)

BUDGET

FIN-30-02

(records used to prepare or support approved budgets)

CONTRACTS

LEG-20-08

(records related to contract development, negotiations, acceptance, changes and management of vendors or contractors)

CUSTOMERS

MAR-20-02

(records of customer service, complaints, compliments, issue resolution)

DAILY_OPERATIONS

ADM-20-01

(records of routine or ongoing work of the Division/department; see also “Projects”)

EQUIPMENT

ADM-40-12

(records related to purchase, operation and maintenance)

FORMS_TEMPLATES

(nonrecords: convenience copies of blank forms and template only)

MARKETING

MAR-40-01

(records related to advertising, sales and trade shows)

PERSONAL

(nonrecords: convenience copies of your resume, training certificates, and other similar items)

PLANS

FIN-35-16

(records related to internal planning and forecasting)

POLICIES

ADM-35-08

(records that are policy statements created by your Division; convenience copies are maintained as REFERENCES)

PROCEDURES

ADM-35-10

(records of step-by-step instructions for carrying out daily operations)

PROJECTS

ADM-90-15

(records of an activity or a function which is finite in length; has a definite beginning and end; see also “Daily Operations”)

REFERENCES

ADM-90-13

(information maintained until superseded)

TRAINING

HUM-85-06

(records used to provide education to employees)

Potential Subfolders:

Correspondence
Meetings
Action Items
Agendas
Decision Logs
Minutes
Plans
Presentations
Projects
References
Reports
Schedules

GUIDELINE: File Footers

- Footers are required for identifying and locating documents quickly.
 - Useful toolbar options include “last saved by”, “date/time”, pagination, etc.
- Practice creating footers in WORD until you are proficient.
- Next, adopt the same footer style in Excel, PowerPoint, Visio, etc. using “text boxes” or auto-features, if available.
- For help, call Kay Schardein: 949-720-2758.

To create your file footer in WORD, save your new document to the appropriate file folder on your shared drive.

Then, do the following:

1. Open **VIEW** on the top menu bar.
2. Select **HEADER/FOOTER**; then select **FOOTER**.
3. Choose **FILE NAME/PATH**; hit **RETURN** (from the toolbar which opens above the footer box).
4. Starting at that end of the footer text, **highlight** the entire footer text by clicking/dragging your mouse back to start of the footer.
5. From the top toolbar, choose **FORMAT**, then **FONT**.
6. Select the font and size you want to use (suggest using Arial, 8 pt.); hit **OK**.
 - a. **OPTION**: suggest graying out footer text by selecting the **A** on the formatting toolbar, then selecting the 40% shade of gray.
7. **SAVE** your document.

GUIDELINE: File and Folder Names

- Reach agreement in your Division/Department on standard naming conventions:
 - keep the names simple, clear, complete, concise, and consistent.
- Your File System Owner needs to provide periodic quality checks to ensure adherence to your Guideline.
- For help creating and/or maintaining your Guideline, call Kay Schardein: 949-720-2758

FOLDER NAMES: Top Levels (Division, Department and Group)

Multiple Words

Use caps and separate multiple words with an underline:

Ex: LEGAL_AFFAIRS
RECORDS_MANAGEMENT
FORMS_TEMPLATES

With assistance from Records Management, include the associated classification code from the Records Retention Schedule to assist with records storage off-site and timely disposition:

Ex: BENCHMARKING_ADM-90-13

Please Note: Folders of “nonrecords” won’t have a classification code.

Ex: ASSOCIATIONS
FORMS_TEMPLATES

FOLDER NAMES: Subfolders

Multiple Words

Use initial caps to separate words as spaces will cause problems during data migrations:

Ex: FileGuidelines

FILE NAMES

Multiple Words

Use initial caps to separate words as using spaces will cause problems during data migrations:

Ex: FileSystemPlan_2008-04-03
RecordsAwarenessTraining_2008-04-03

Descriptive Names

Create names specific enough to explain the document’s content so you don’t need to open any documents to find the one you need; that is, not just “Plan”, but which plan:

Ex: CommunicationPlan_2008-04-03
FileSystemPlan_2008-04-03

Version Control

Add dates to help identify various versions, using a standard date format:

Ex: RecordsAwarenessTraining_2008-03-08
RecordsAwarenessTraining_2008-03-17

Drafts

Add the word “DRAFT” at end of file names:

Ex: RecordsAwarenessTraining_2008-03-08DRAFT
RecordsAwarenessTraining_2008-03-17DRAFT

Personal Names

Only use personal names when needed to further distinguish among file names:

Ex: E_RecordsRecommendationsReview_2008-04-03Andrews
E_RecordsRecommendationsReview_2008-04-03Schardein

EXTRA TIP:

Use an underline at the start of folder or document names to override the natural alphabetical order when helpful:

Ex: _FILE_SYSTEM
ASSOCIATIONS
BENCHMARKING_ADM-90-13