



## Records & Information Management Service (RIMS)

### Tips for Good Recordkeeping

**Authority:** AS 40.21 (Public Records Act) and 4 AAC 59 (Archives & Records)

#### 10 Tips for Good Recordkeeping

1. On a regular basis, file your emails that need to be kept into the appropriate Archive folder.
2. Don't let your inbox have more than 50 emails in it at any one time.
3. Set-up sub-folders within the email Archive folders to aid retrieval of information. One way of naming the folder is to match it to a records series as defined in your Agency Records retention Schedule (RRS) or the General Administrative Records Retention Schedule (GARRS).
4. Have a consistent way of naming your files – this will aid retrieval, especially with electronic files.
5. Make sure that records, regardless of their format, are only kept as long as they need to be. Refer to your Agency RRS or the GARRS for prescribed retention periods.
6. Make yourself familiar with the policy and procedures within the RIMS Manual, which can be found on the RIMS homepage at:  
  
[http://www.archives.state.ak.us/for\\_state\\_agencies/for\\_state\\_agencies.html](http://www.archives.state.ak.us/for_state_agencies/for_state_agencies.html)
7. On at least a weekly basis, file your paper records into structured storage e.g. a filing cabinet. This will create more space on your desk and aid retrieval of that information.
8. Attend training sessions organized by the RIMS.
9. Employ good practice that you see used by colleagues.
10. Ensure proper back-up of electronic business essential information.

#### Who Do I Contact For More Information?

You can contact Valerie Rose, Records Analyst ([valerie.rose@alaska.gov](mailto:valerie.rose@alaska.gov)) or Gordon E. Brown, State Records Manager ([gordon.brown@alaska.gov](mailto:gordon.brown@alaska.gov)).