**ORGANIZING THE FILE ROOM WORKSHOP**

**ACTIVITY WORKSHEET**

# ACTIVITY: Find the Right DAN *(Slide 9)*

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| 1. What is your record?
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| What DAN does it go under?  |  |
| How did you find that DAN?  |  |
| 1. What is your record?
 |  |
| What DAN does it go under?  |  |
| How did you find that DAN?  |  |
| 1. What is your record?
 |  |
| What DAN does it go under?  |  |
| How did you find that DAN?  |  |

# ACTIVITY: Identify Office Contacts *(Slide 11)*

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| Take a couple of minutes and make a brief list identifying useful contacts in the departments at your agency. |
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# ACTIVITY: Preview the Records *(Slide 18)*

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| 1. **Briefly describe** the records in the example box. **Whose** records are they? What position/office? (Who might be most familiar with these records?)
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| 1. **What general topics/functions** are covered by the records?
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| 1. **How old** are the records (general date range)?
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| 1. **How varied** are the records? (Are they all the same type(s) of records? Are they a mix of different types of records?)
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| 1. **How extensive** are these records? (Are there likely to be many boxes of them?)
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| 1. Are these records likely to be **frequently used/requested**?
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# ACTIVITY: Make a Work Plan *(Slide 23)*

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| 1. Thinking about the records at your agency, name one or two sections of records that you will probably do **first.** Why?
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| 1. Name a section that you will probably save for **last**. Why?
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# ACTIVITY: Sorting, Arranging, & Organizing *(Slide 29)*

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| 1. Identify set of records at your agency that will be difficult to sort. Describe them.
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| 1. Which retention schedules and office contacts will you need?
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| 1. Which example scenario is most similar to these records?
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| 1. Will any of the strategies we’ve discussed work for these records? Which? If not, do you have another idea for how you might sort them?
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