**A picture containing text

Description automatically generatedORGANIZING THE FILE ROOM WORKSHOP**

**ACTIVITY WORKSHEET**

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

|  |  |
| --- | --- |
| 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? |  |
| 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?) | |
|  | |
|  | |
| 1. **What general topics/functions** are covered by the records? | |
|  | |
|  | |
| 1. **How old** are the records (general date range)? | |
|  | |
| 1. **How varied** are the records? (Are they all the same type(s) of records? Are they a mix of different types of records?) | |
|  | |
|  | |
| 1. **How extensive** are these records? (Are there likely to be many boxes of them?) | |
|  | |
| 1. Are these records likely to be **frequently used/requested**? | | |
|  | |

# 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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