

Records Management

University of Cincinnati

Active Records Systems

Active records are those that you work with on a frequent basis. Proper management of active files helps you to save time when locating records, to make the best use of your space and to save money by reducing the costs associated with staff time, equipment and supplies. Some key things to think about when analyzing your active records storage include:



- Active paper files should be located as close to the user as possible.
- Appropriate security should be applied to electronic records, file equipment and rooms in which files are located.
- Equipment and supplies should be appropriate for the volume and size of records you need to store and for the location in which they are stored.
- Active files should be weeded often to keep them current and manageable. Inactive records, duplicates, and non-record material should be removed and dealt with accordingly.

There are many different types of filing strategies for active records systems and yours should fit in with the types of records that you work with and the way in which you need to retrieve them. These systems can be applied to both paper and electronic files. Among the most commonly used systems are:

1. Simple alphabetic filing
2. Filing by subject
3. Numeric classification systems

Managing your active records well allows you to get the information you need to do your job when you need it. How successful are you at locating the information you need from your filing systems on a daily basis? Are you due for a review of your filing systems? Did you inherit a system that you just cannot work with? The University Records Management Program can help. Contact us today!

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