

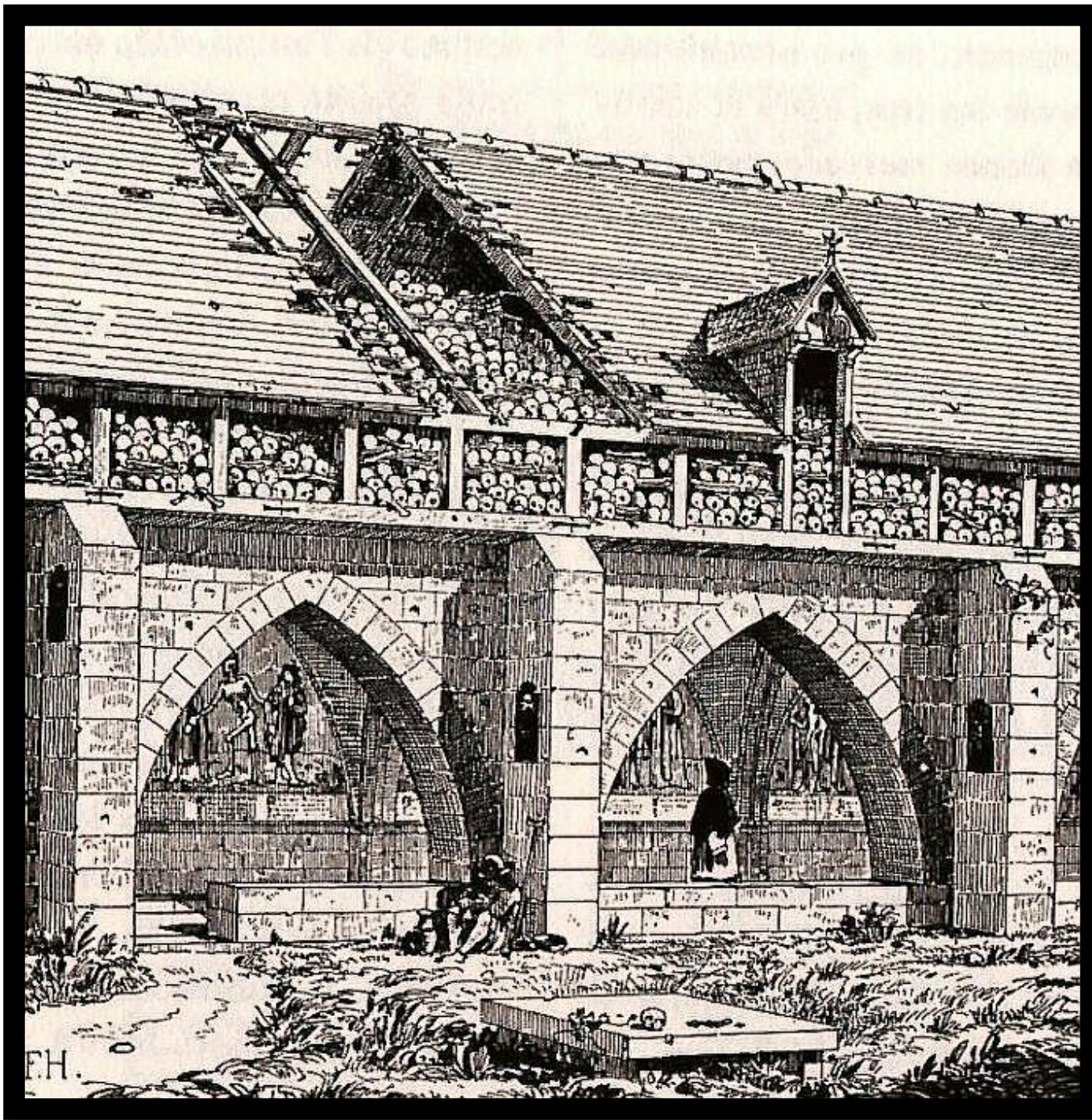
GETTING THE SKELETONS OUT OF THE CLOSET

A Network Drive Cleanup Case Study



FRENCH CATACOMBS—PARIS, FRANCE





CEMETERY CRISIS

1,000 years of burials in
Parisian cemeteries,

For which the adjoining
churches were paid,

= No room for corpses, and
soil unable to decompose
them.

Kings said STOP, cemeteries
said NO, we like money.

1780—crisis culminated in a
cellar wall bordering Les
Innocents cemetery
collapsing.

Charnier et Danse Macabre
Charnel house at the Saints Innocents
Cemetery, Paris.



- Over 6 million corpses housed here.
- Bones were moved from cemeteries and deposited in the catacombs as a unit.



Eng: Bones of the ancient Cemetery of the Magdeleine (Leveque City street no. 2) deposited in 1844 in the western ossuary and transferred to the catacombs in September 1850



**D. M.
OSSEMENS DE
L' EGLISE ST. LAURENT
DÉPOSÉS
LE 17 AVRIL
MDCCCLXXI**

**Tens of thousands of
people labeled as:**

*D. M.
Bones
from
the St. Laurent Church
Deposited
April 17, 1871*

**D. M.
OSSEMENS
DE
L'ÉGLISE ST. LAURENT
DÉPOSÉS
le 17 Avril
MDCCCLXXI.**



**OSSEMENTS
DU CIMETIERE
DE ST EUSTACHE
DÉPOSÉS EN
MAI 1787**

*Bones
of cemetery
of St Eustache
Deposited in
May 1787*





OSSEMENTS RECUEILLIS
SOUS LE PAVÉ DE L'EGLISE
ST NICOLAS DES CHAMPS,
DÉPOSÉS EN 1859 DANS L'OSSUAIRE
DE L'OUEST ET TRANSFÉRÉS DANS
LES CATACOMBES EN 7^{BRE} 1859.

OSSEMENTS RECUEILLIS SOUS
LE PAVÉ DE L'EGLISE ST.
NICOLAS DES CHAMPS,
DÉPOSÉS EN 1859 DANS
L'OSSUAIRE DE L'OUEST ET
TRANSFÉRÉS DANS LES
CATACOMBES EN 7^{BRE} 1859

*Bones collected
under the pavement of the
Church of St. Nicolas of the
Fields,
Deposited in 1859 in the
western ossuary and
transferred to the catacombs
in September 1859.*





CREEPY?
CLEVER?
CREATIVE?
CRISIS-DRIVEN?
CONSEQUENTIAL



SWISS CHEESE FOUNDATION



SHARED NETWORK DRIVES



SHARED NETWORK DRIVES

Network locations (5)



Home Directory
(\\172.23.2.154\users_ac\kendraya...)



UHRC (\\172.23.2.154\uhrc_ac) (G:)
84.5 GB free of 1.58 TB



Archives
(\\172.23.2.154\archives_ac) (H:)



Encrypted
(\\172.23.2.154\encrypted_ac) (K:)



IF DATA ROT HAD A SMELL...

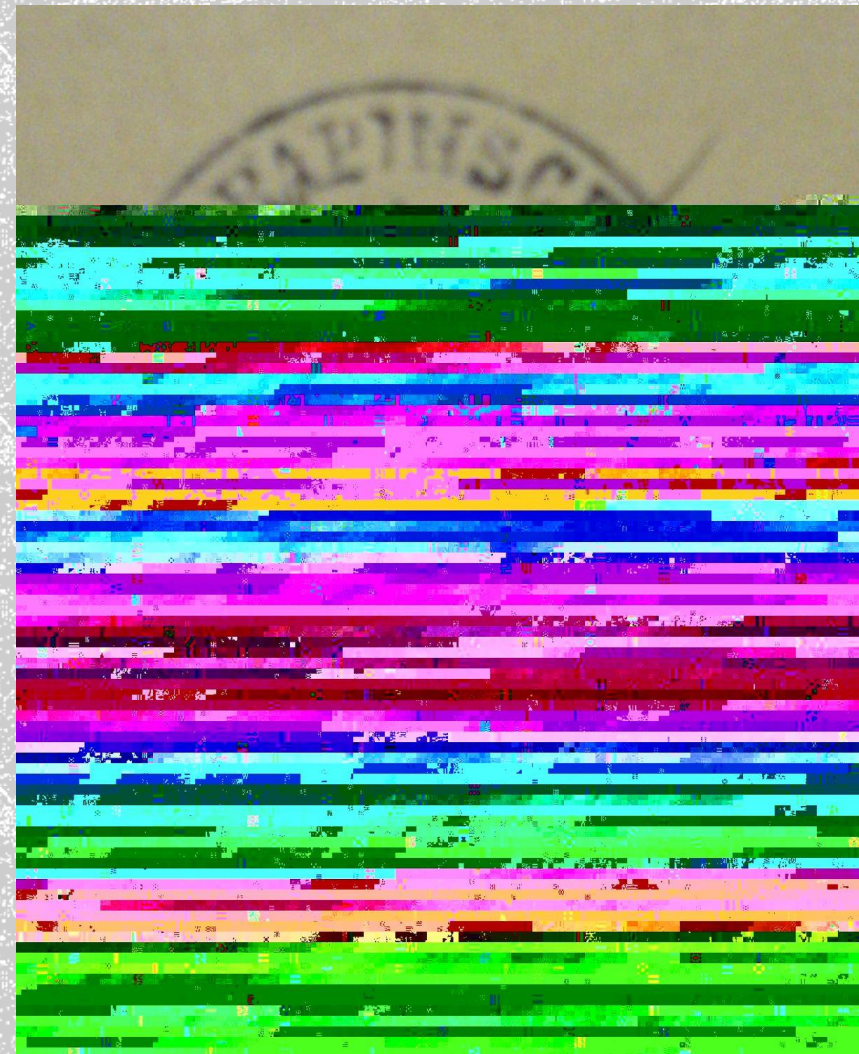




Illustration by [Gareth Damian Martin](https://killscreen.com/versions/data-rot-death-dying-virtual-age/)
<https://killscreen.com/versions/data-rot-death-dying-virtual-age/>



THE ASSIGNMENT

Beginning Date:
April 19, 2019

MOVE AGENCY RECORDS OFF OF THE NETWORK “H DRIVE” TO GOOGLE SHARED DRIVES

- To save money
- To organize our records
- To apply retention schedules
- To stop the madness!



Project Management

+

Records Management

+

Change Management



THE PROCESS

PROJECT MANAGEMENT: PLAN

- Determined desired outcomes
 - Goals
 - Timeline
 - Constraints & Resources
 - Follow retention schedules
 - I was the only person officially dedicated to the project
 - Department of Technology Services (DTS: our IT)
 - Trailblazing division

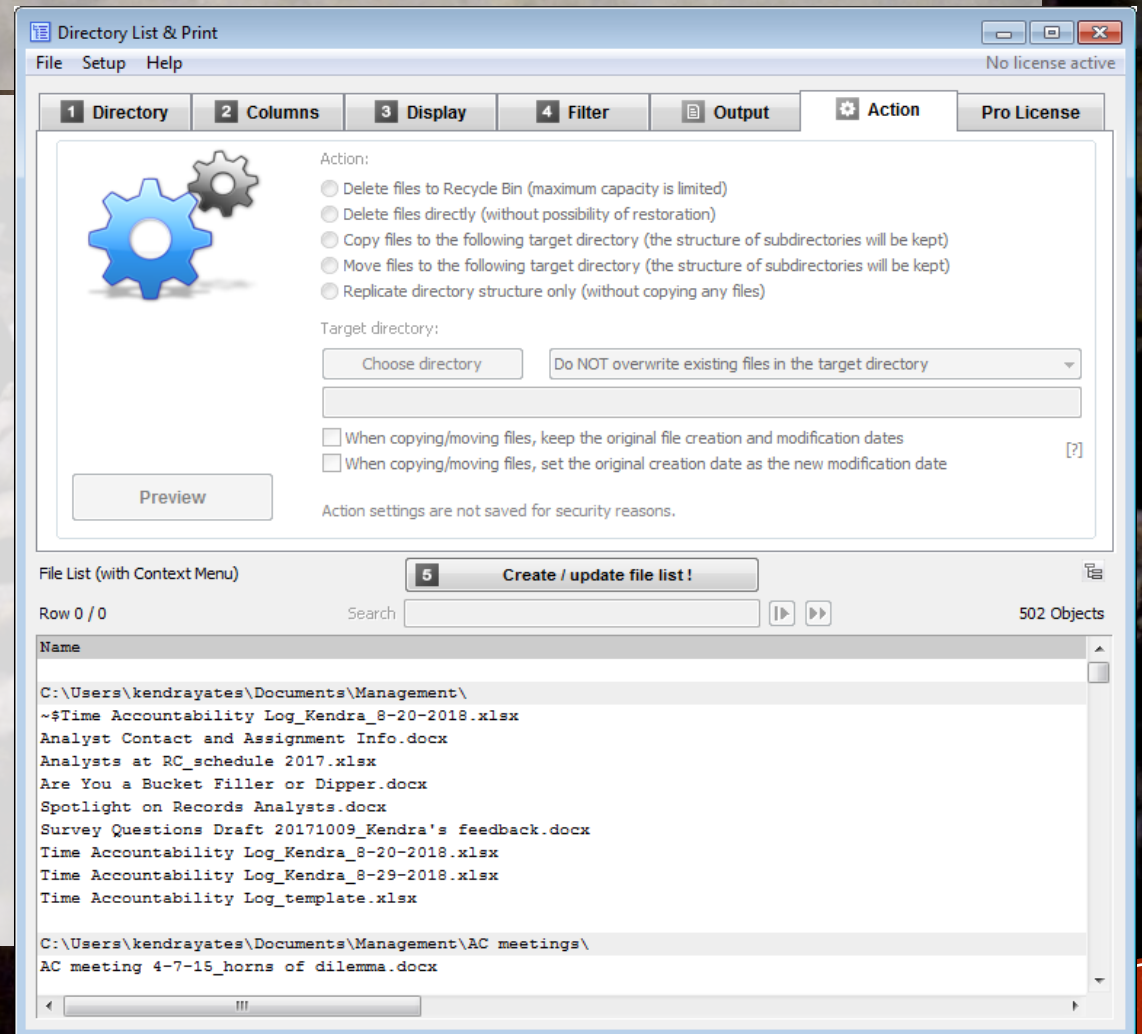
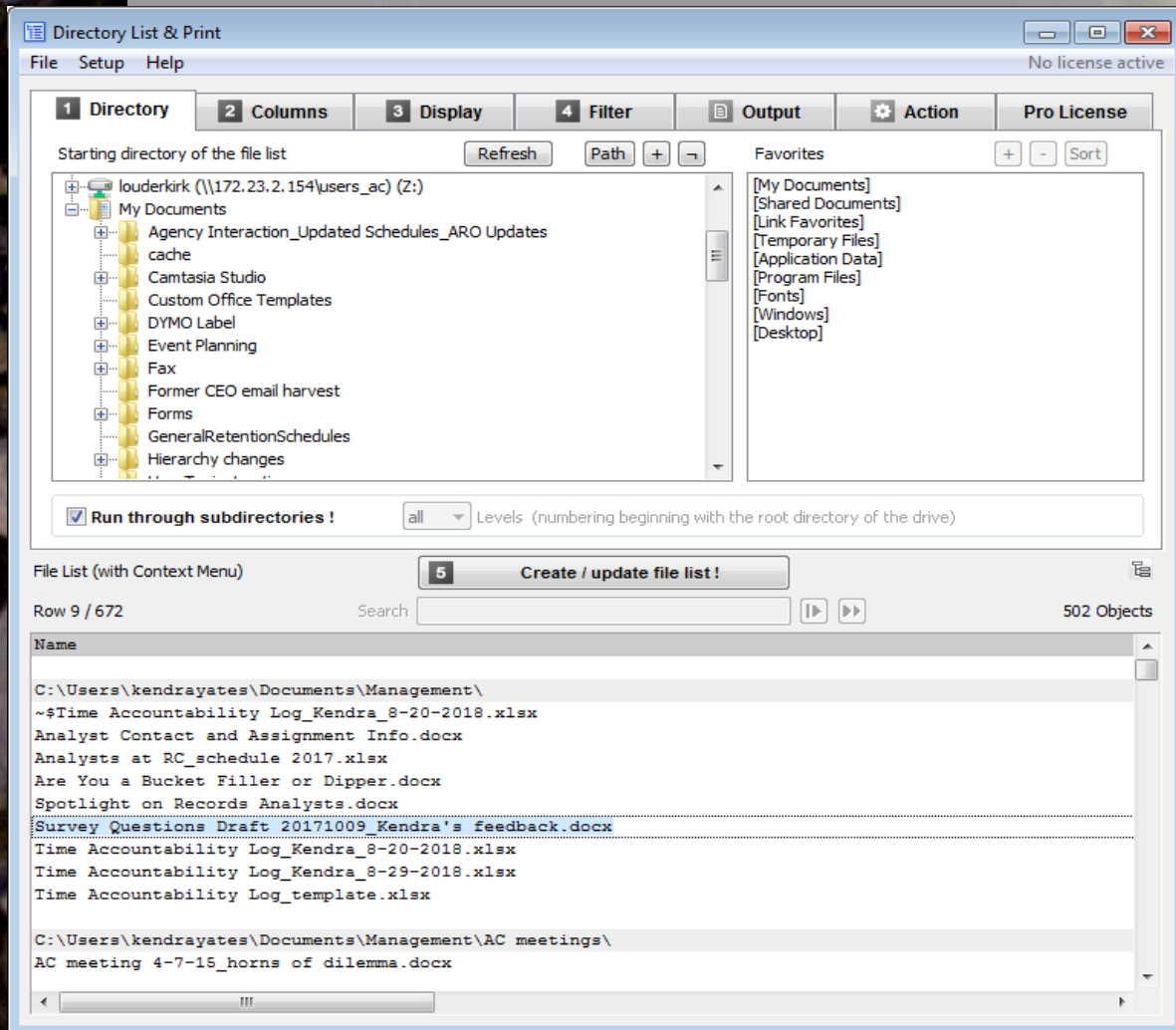


PROJECT MANAGEMENT: RESEARCH

- Researched tools and methods
 - Learned about Google Team Drive
 - Drive File Stream necessary to preserve metadata
 - Talked to others who had done this before
 - Directory Printer programs: report about the folder contents
 - File/folder copying and moving programs: load queue, verification procedures



EXPERIMENTED ON MY OWN DRIVE FIRST



PROJECT MANAGEMENT: STRATEGIZE

- Prioritize and Plan steps accordingly
 - Because organization of drive was as important as saving money, the method was more important than the timeline.*
- Questions needing to be answered:
 - How to organize, name new drive(s)?
 - Folder structure?
 - What stays behind on H Drive?
 - How to maintain metadata of moved items?
 - How to get buy-in from staff?

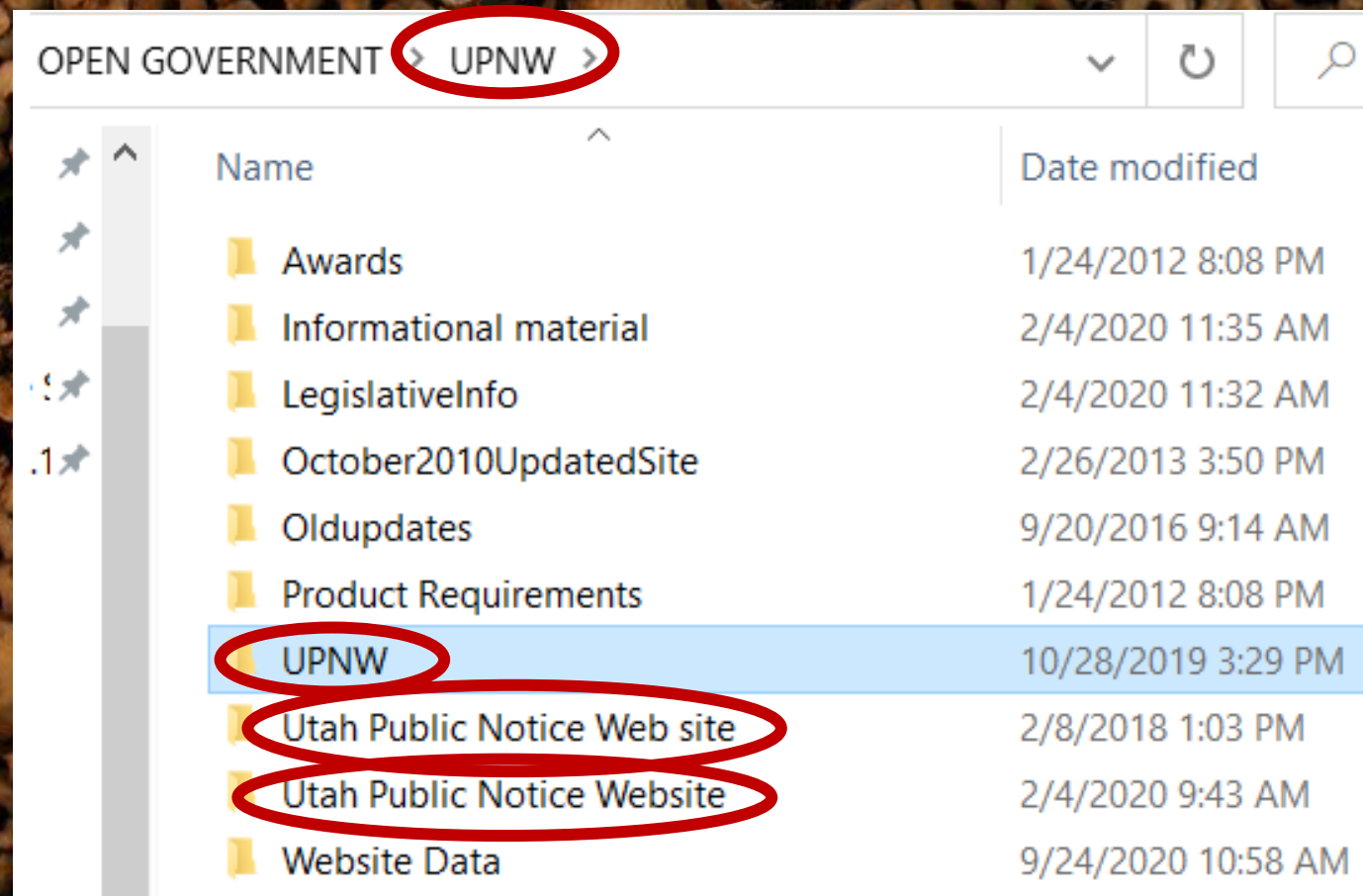


RECORDS MANAGEMENT: FILE PLAN

- Determine File Plan: the organization of the records on the new Google Shared Drives
 - Looked at current state of things on H Drive
 - Grim. Overwhelming.
 - Provided insights into user behavior



NESTED FOLDERS WITH SAME NAME, SIMILAR CONTENTS



The screenshot shows a file explorer interface. At the top, the breadcrumb path is 'OPEN GOVERNMENT > UPNW >', with 'UPNW' circled in red. Below this is a table of folders. The 'UPNW' folder is highlighted in blue and circled in red. Below it, two folders named 'Utah Public Notice Web site' and 'Utah Public Notice Website' are also circled in red, illustrating the concept of nested folders with similar names.

| Name | Date modified |
|-----------------------------|--------------------|
| Awards | 1/24/2012 8:08 PM |
| Informational material | 2/4/2020 11:35 AM |
| LegislativeInfo | 2/4/2020 11:32 AM |
| October2010UpdatedSite | 2/26/2013 3:50 PM |
| Oldupdates | 9/20/2016 9:14 AM |
| Product Requirements | 1/24/2012 8:08 PM |
| UPNW | 10/28/2019 3:29 PM |
| Utah Public Notice Web site | 2/8/2018 1:03 PM |
| Utah Public Notice Website | 2/4/2020 9:43 AM |
| Website Data | 9/24/2020 10:58 AM |

MULTIPLE COPIES OF IDENTICAL RECORDS

The screenshot displays a Windows File Explorer window with the address bar showing the path: < Agency Hierarchy Update 2014 > Organizational Charts. The main pane lists the contents of the 'Organizational Charts' folder, which includes various subfolders such as Administrative Services, Agriculture and Food, and National Guard. The 'Organizational Charts' folder is highlighted in blue. A red box highlights the 'Organizational Charts' folder in the address bar, and another red box highlights the 'Organizational Charts' folder in the main pane. A red line connects the two boxes, indicating the selection of the folder. The right pane shows the 'Quick access' sidebar with links to Desktop, Downloads, Documents, Pictures, and Google Drive File Stream (E:). The 'This PC' section shows links to 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos, and Local Disk (C:).

| Name | Date modified | Type | Size |
|--|--------------------|-------------|------|
| Administrative Services | 9/14/2020 11:32 AM | File folder | |
| Agriculture and Food | 9/10/2020 5:40 PM | File folder | |
| Alcoholic Beverage Control | 9/10/2020 5:40 PM | File folder | |
| Attorney General | 9/10/2020 5:40 PM | File folder | |
| Board of Pardons and Parole | 9/10/2020 5:40 PM | File folder | |
| Commerce | 9/10/2020 5:40 PM | File folder | |
| Corrections | 9/10/2020 5:40 PM | File folder | |
| Environmental Quality | 9/10/2020 5:40 PM | File folder | |
| Financial Institutions | 9/10/2020 5:40 PM | File folder | |
| Governor's Office of Economic Develop... | 9/14/2020 11:33 AM | File folder | |
| Heritage and Arts | 9/10/2020 5:40 PM | File folder | |
| Human Resource Management | 9/10/2020 5:40 PM | File folder | |
| Human Services | 9/10/2020 5:40 PM | File folder | |
| Insurance | 9/10/2020 5:40 PM | File folder | |
| Labor Commission | 9/10/2020 5:40 PM | File folder | |
| Lieutenant Governor | 9/10/2020 5:40 PM | File folder | |
| National Guard | 9/10/2020 5:40 PM | File folder | |
| Natural Resources | 9/10/2020 5:40 PM | File folder | |
| Organizational Charts | 9/14/2020 11:40 AM | File folder | |
| Public Safety | 9/14/2020 11:33 AM | File folder | |
| Public Service Commission | 9/10/2020 5:40 PM | File folder | |
| State Board of Education | 9/10/2020 5:40 PM | File folder | |

OTHER OBSERVATIONS

- “Jane” folder
- “1 MIP” folder (to move it to the top of the main folder)
- Previous attempt to organize was done by one person, resulted in everything not known to her being dumped in the other section’s folder
- No one had ever been put in charge of applying retention schedules and deleting records on the shared drive
- Archivists are not records managers



RECORDS MANAGEMENT: FILE PLAN GOALS

- Function-based structure to outlast title changes, staff turnover, etc.
- Process-based structure to facilitate natural workflow of staff (but which staff?)
- Distinguish between DARS current records & historical records transferred to us
- Make it usable
- Help staff understand new tools: this is new, but it can work for you
- Help staff understand procedures for interacting with shared drives (Do's and Don'ts). Guidance = more uniformity



RECORDS MANAGEMENT: STAFF ACTIVITY

- Drafted folder structure
- Based on functions & work processes
- Reviewed with RIM specialists
- Got staff input: sticky note sort activity
- September 17, 2019

Folder Structure Draft for Staff Input

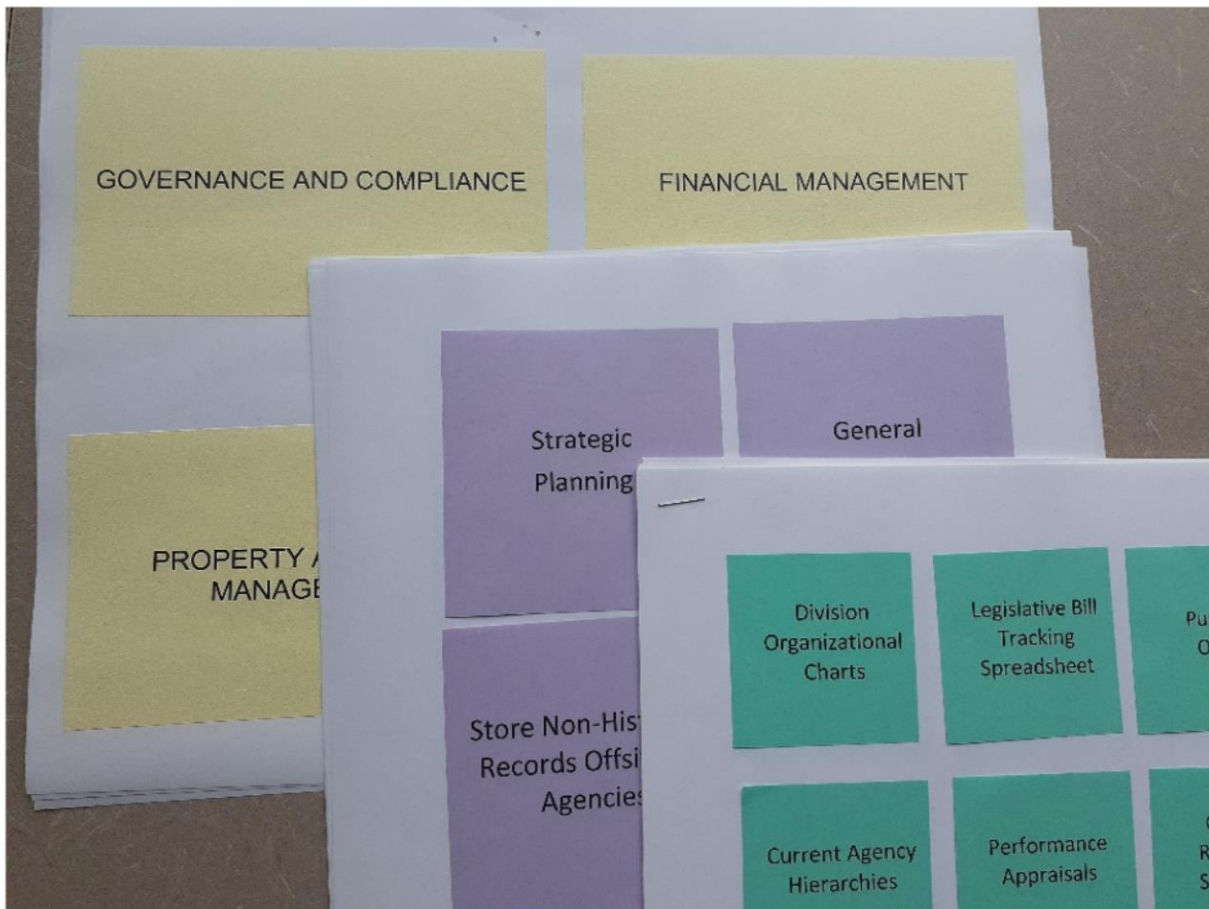
Governance and Compliance

- Statutes and Rules
 - Legislative Bill Tracking
 - Statute/law Development
 - Administrative Rule Development
- Policy and Procedures
 - Approved
 - In development
- Standards
 - Templates for internal use
 - DACS
 - ISO
- Strategic planning
 - Finalized strategic plans
 - Strategy development
- Division reporting
 - Performance Measures
 - Annual agency report
 - Financial report

STICKY SORT FOLDER ORGANIZATION STAFF ACTIVITY



GIVEN INSTRUCTIONS AND THREE SETS OF PREPRINTED STICKY NOTES



Sticky Sort Folder Organization Activity

Instructions:

- Divide into groups of 3, with all three people being from different sections or programs. Choose a table.
- Once Kendra hands you a packet, place your level 1 sticky notes (the large yellow ones) at the top of your sorting area. Leave plenty of space between and below each.
- As a group, read through the terms on the notes: they are high level descriptions of the functions and business of our agency. If you have a question about any of them, let Kendra know.
- As a group, go through your level 2 sticky notes (the 3 x 3 purple ones). They describe processes that some part of our agency does. Place them under the level 1 category that they best fit under.
 - Make a note of any that your group strongly disagrees about.
 - If the terms don't make sense to you, or seem incorrect, or what you need is missing from the terms provided, suggest alternative terms using the yellow 3 x 3 sticky pad on your table. Be sure to write down the term you



STEP 1: AS A GROUP, DECIDE WHICH BROAD FUNCTION EACH PROCESS BELONGS TO. PLACE STICKY NOTE UNDER THAT FUNCTION



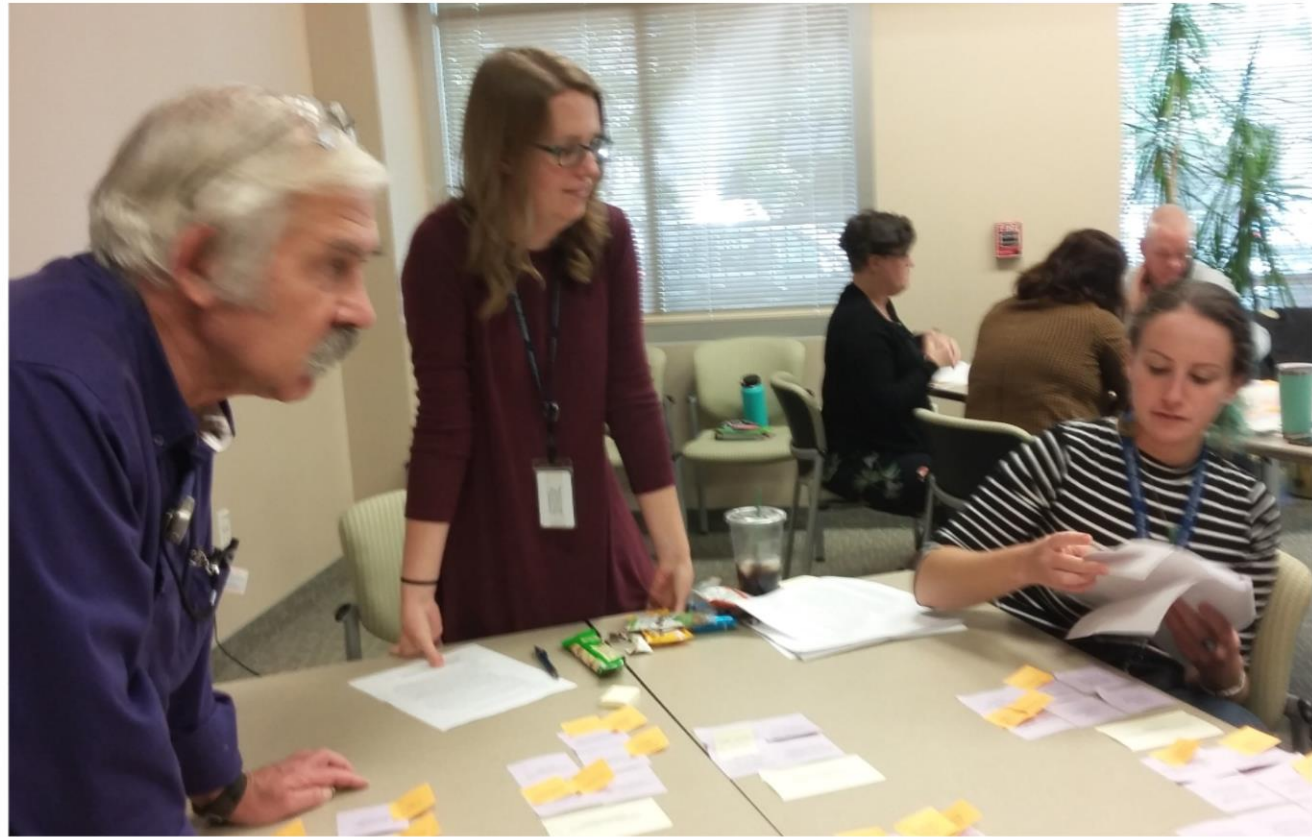
STEP 2: AS A GROUP, DECIDE WHICH RECORD TYPES ARE PRODUCED BY WHICH PROCESSES. PLACE LABELED STICKY NOTE ACCORDINGLY.



STEP 3: SUGGEST ALTERNATIVE TERMINOLOGY (THAT MAKES MORE SENSE TO YOU) AND IDENTIFY GAPS OR OVERLAPS IN PROCESSES OR RECORD TYPES.



EVERY GROUP ORGANIZED THINGS DIFFERENTLY



BUT PATTERNS EMERGED, HIGHLIGHTING COMMON USER EXPERIENCES

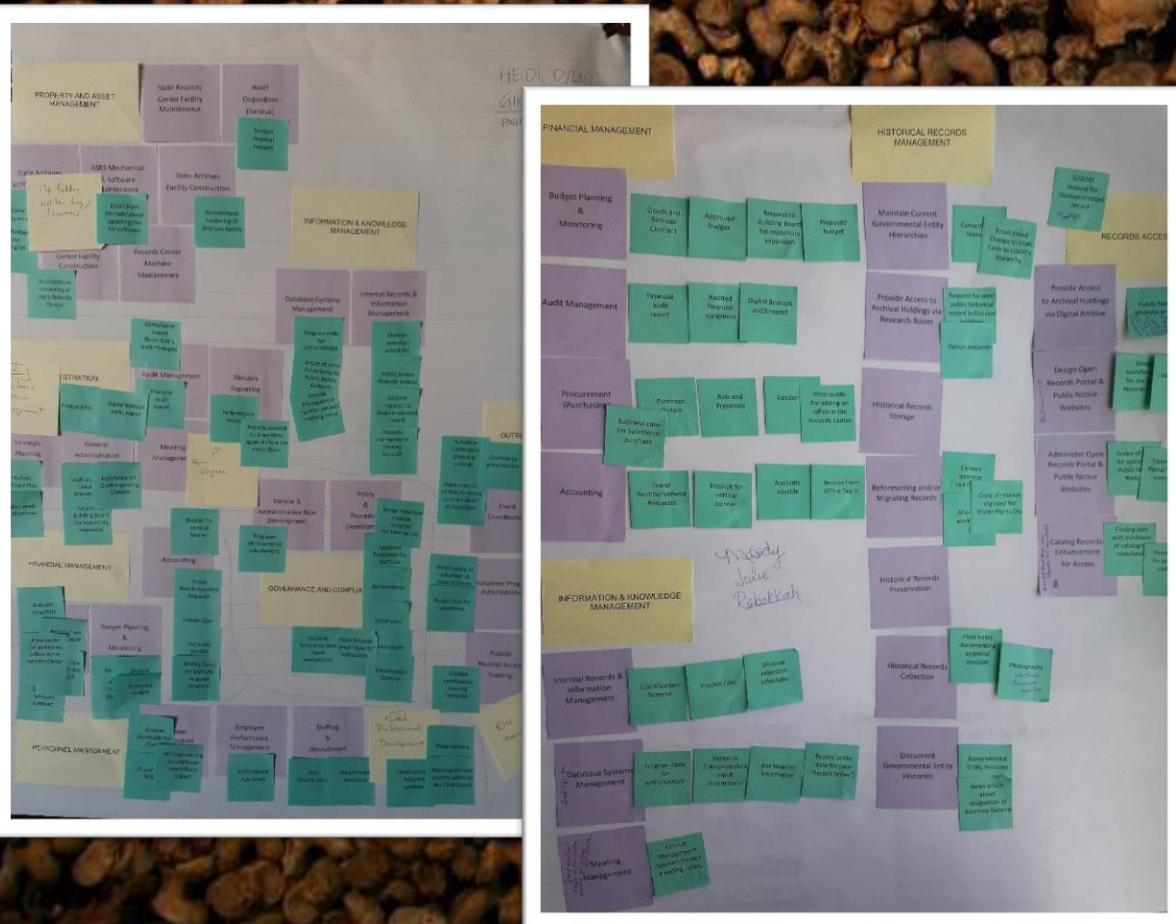


ENDED WITH A DISCUSSION ABOUT THE CHALLENGES OF CATEGORIZING & LABELING RECORDS UNIFORMLY

- Discussion afterward
 - Were some of them more difficult to place than others?
 - Which ones?
 - Why?
 - If you disagreed with others in your group, what caused the disagreement?
 - What terms were most confusing or ambiguous?
 - Did you learn anything that surprised you?



SYNTHESIZED FEEDBACK



RIM Activity: Team-made Folder Structures

Pink= Record that serves many purposes and is created/used by all sections

Orange= Vague record type

Yellow= Record VERY strangely placed

Red= They added new folder, or duplicated in order to put two places

Blue= Legitimate alternative to consider

Green= They need to think about it differently

Curt, Glen, & Gina Proctor

- Administration
 - Strategic planning
 - COOP plan
 - Finalized strategic plan
 - Division goals and objectives
 - General administration
 - Video footage of our parking lot
 - **Project files**
 - Division organizational charts
 - Meeting management
 - Mtg minutes created when on CoSA board
 - Policy & Procedure development

CHANGE MANAGEMENT: THE CRITICAL HUMAN ELEMENT

- Most important part of any project
 - Communication
 - Input
 - Training
 - Monitoring
 - Doing



CHANGE MANAGEMENT: COMMUNICATION

- Who?
- Why?
- How?
- When?
- What?
- Where?



CHANGE MANAGEMENT: FORMAL TRAINING

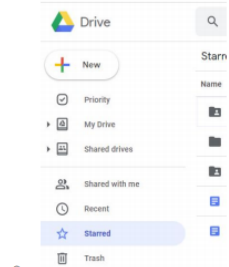
Google Team Drive Use Guideline

Folder Structure Guidelines and Explanations

- Categories/Folders are not organized by work group or section, rather by function and process.
- "Administration" is not one of the categories because, as some of you pointed out, it is too vague and can easily become a junk drawer. So Kendra tried to find a home for all of the things that were placed in "Administration". Most of it went under Governance & Compliance, but some under other categories.
- Organizational and Personnel Management is here only to a limited degree bcz personnel information is not something to share with everyone. This is for Org charts, staff directories, our own organizational history (including things like holiday party photos), etc.
- Historical Records Management is about the processes DARS staff do to acquire and preserve historical records that are transferred to us.

Rules as of Now

- Do not change the names or locations of top level 1 folders at all.
 - For easier access to your heavily used folders, "star" them and access them from the main menu in Drive.



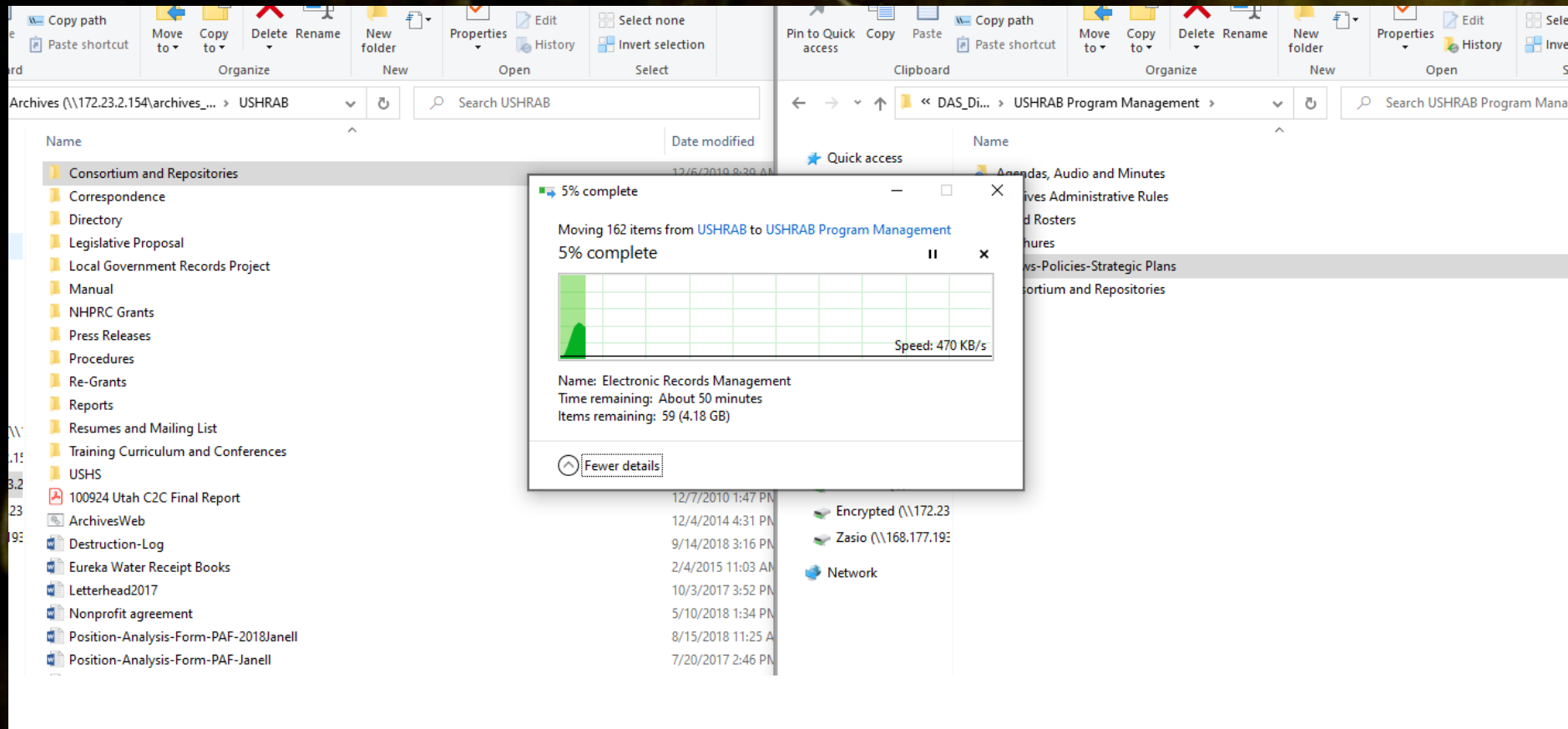
- Another way to more easily access your heavily used files (not folders), is to use the "Priority" feature and set up work spaces.
- You can add level 2 folders if a) you are absolutely certain that what you want isn't already there and b) you let me know that you have added it.

- Do not change the names or locations of level 2 folders already in place right now unless you talk to me first.
- Do not put anything in the Team Drive that should be private. Everything in the folder will be accessible to everyone on staff. Use your own My Drive for those records or talk to Kendra about creating a separate Team Drive for them.
- Do not use the Historical Records Management folder as a place to move your electronic records when they become inactive or old. That is not what it is for. Also, we must follow retention schedules and transfer policies and practices just as our governmental entity customers (AROs) do.
- DO work within your programs, teams, or sections to analyze your business processes and create folders within the level 2 and level 3 folders to accommodate the records you create.

Top Level Folder Categories Explained

- External RIM Services
 - This includes those things that we are mandated to do for agencies as part of administering the records management program for the state: ARO certification program, consultation with agencies, offsite records storage at the Records Center, records management & access training, and retention schedules. You'll notice it includes functions that multiple sections share--training, certification, etc. The audience is always the government agencies.
- Facility & Assets Management
 - Includes both facilities that we oversee; both construction & maintenance.
 - Includes assets, meaning tangible assets such as property and equipment owned by our gov't agency.
- Financial Management
 - This is the category for processes having to do with managing our finances. Pretty straightforward until you talk about USHRAB federal grant funds that we receive and redistribute.
 - Accounts payable and receivable
 - Grant funds received
 - Budget planning & monitoring
 - procurement/purchasing
- Governance & Compliance
 - These are the processes that we use to govern our agency. This includes laws, administrative rules, policies & standards, strategic planning, auditing, reporting outwards, managing our requests to & interactions with law-makers, structuring our organization, forming internal committees and holding meetings to get business accomplished, etc.

CHANGE MANAGEMENT: SET EXAMPLE

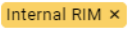


CHANGE MANAGEMENT: GET INPUT

- Met with work groups & individuals
- Learned about their processes and needs
- Communicated roles & action items for them
- Email worked in some cases
- Virtual meetings worked in some cases
- Face-to-face necessary for some staff



CHANGE MANAGEMENT: DO THE WORK

RTS moved to Team Drive 



Kendra Yates <kendrayates@utah.gov>

to All ▾

Hi All,

I am moving all of the record transfer forms from the H drive to the Team Drive.
There will be only one location for the record copy of these records, and they are organized into folders by record series number.

To locate the RTS forms:

1. Open Shared Drives folder via Google Drive File Stream*
2. Open DAS_Division of Archives & Records Service
3. Open Historical Records Management folder
4. Open Acquisition & Accessioning folder
5. Open Record Transfer Forms folder

*I know that some of you have had a difficult time finding Google Drive File Stream on your computer. It was a challenge locating it. Alex Cutak can help you with this. He is also working on finding a good solution that could be implemented.

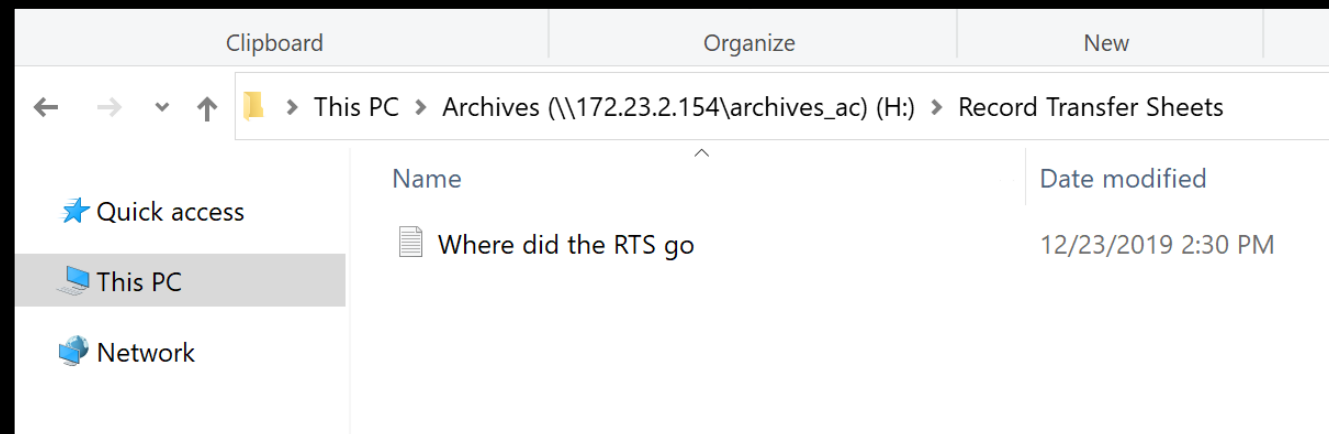
*Also, please don't hesitate to ask me to come help you find it and access it the first time. I am totally happy to help.

Thank you!

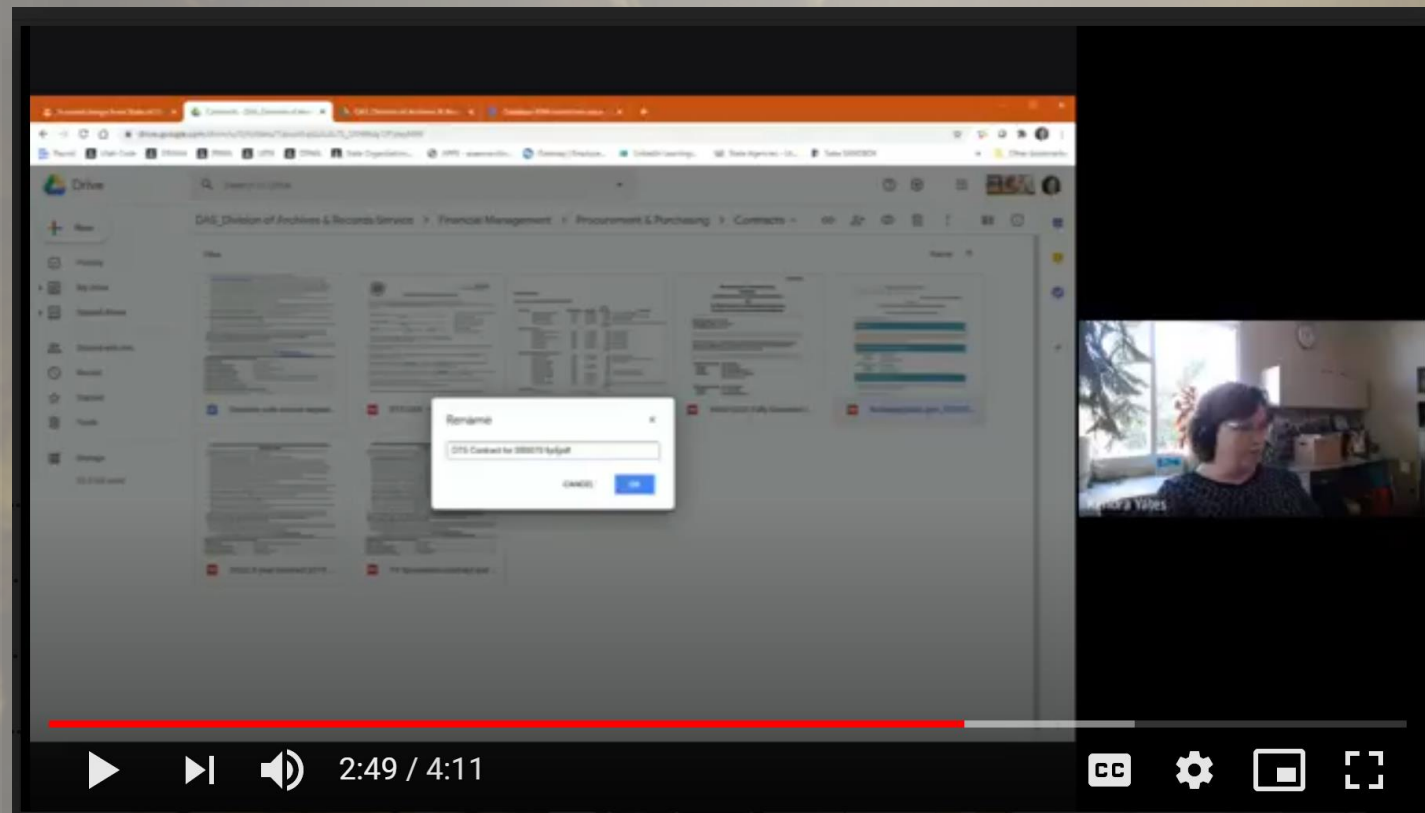
Kendra Yates

Kendra Yates
RIM Section Administrator & Chief Records Officer
Utah Division of Archives and Records Service
801-531-3856
kendrayates@utah.gov

Dec 23, 2019, 1:28 PM



CHANGE MANAGEMENT: INDIVIDUALIZED ATTENTION



ERRORS HAPPEN

1 Interrupted Action

An unexpected error is keeping you from m
continue to receive this error, you can use t
with this problem.

Error 0x80070522: A required privilege is not



Reappraisal of Records up for D
Date created: 7/7/2017 2:11 PM

Error



An error occurred.

OK

Cancel

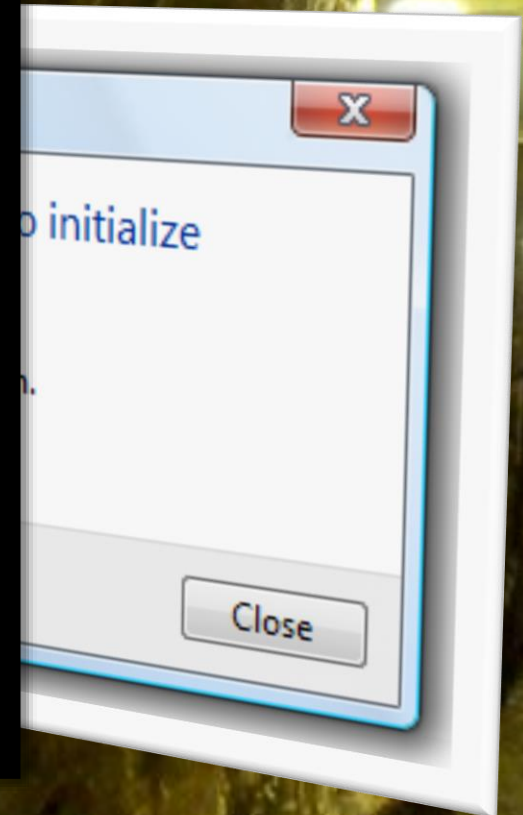
Error



An error occurred.

OK

Cancel



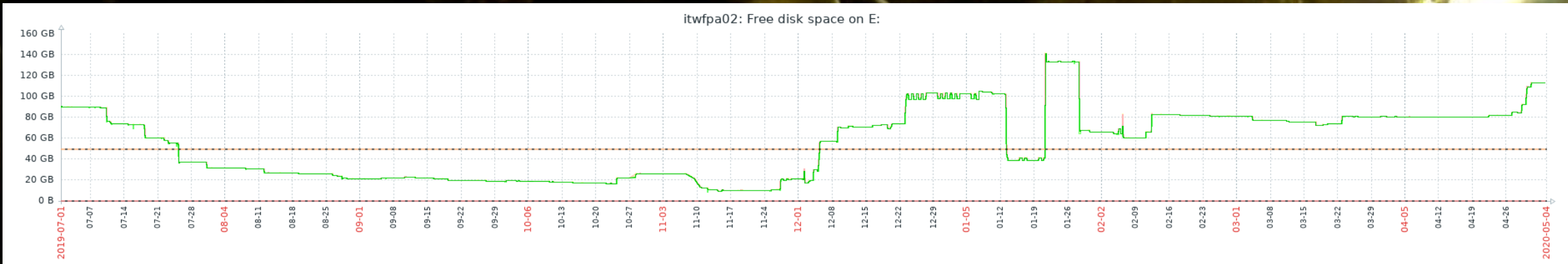
CHANGE MANAGEMENT: SET EXAMPLE



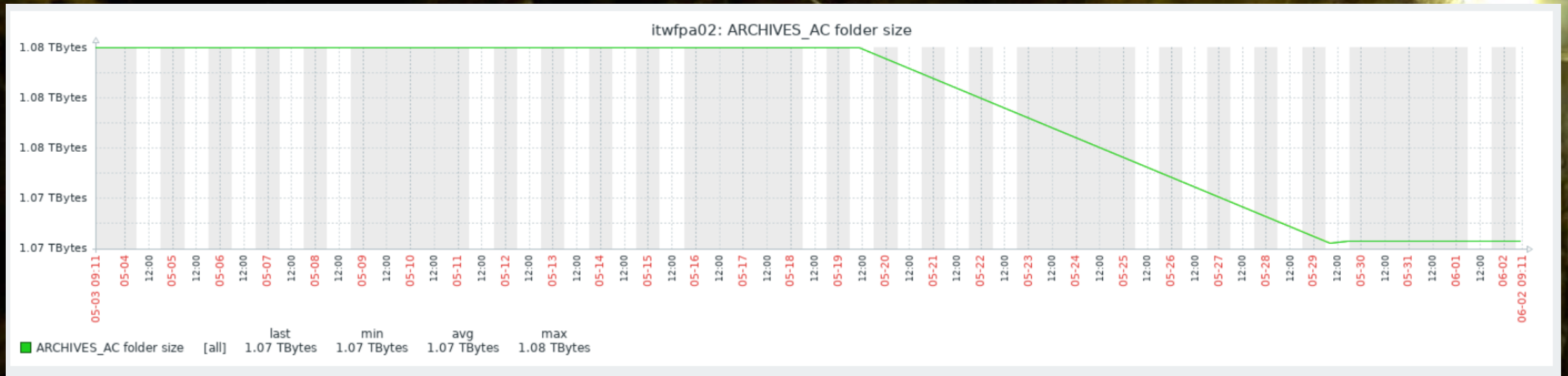
<https://www.nytimes.com/2020/04/07/style/internet-archive-library-congress.html>



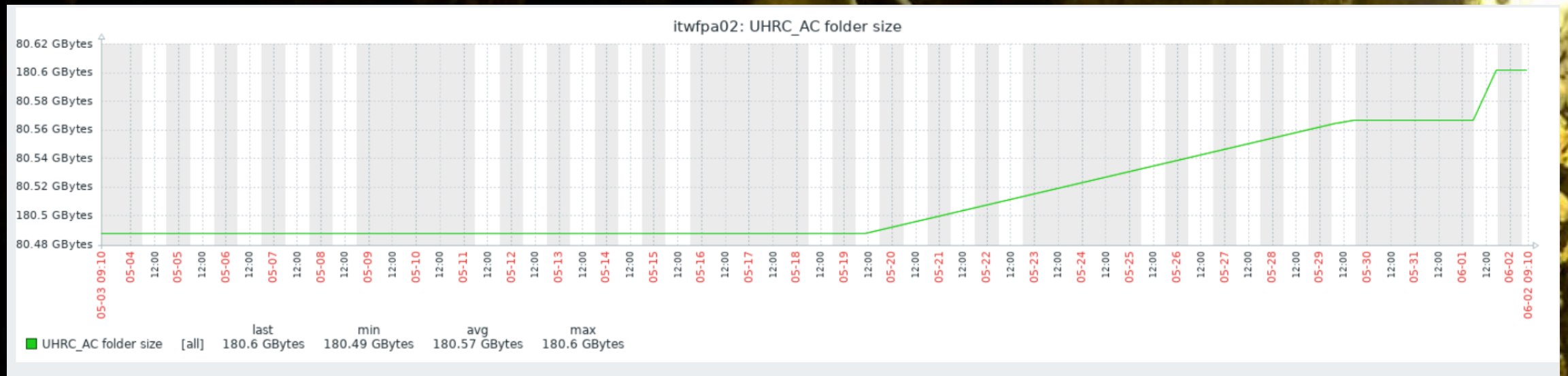
MONITORING THE DATA



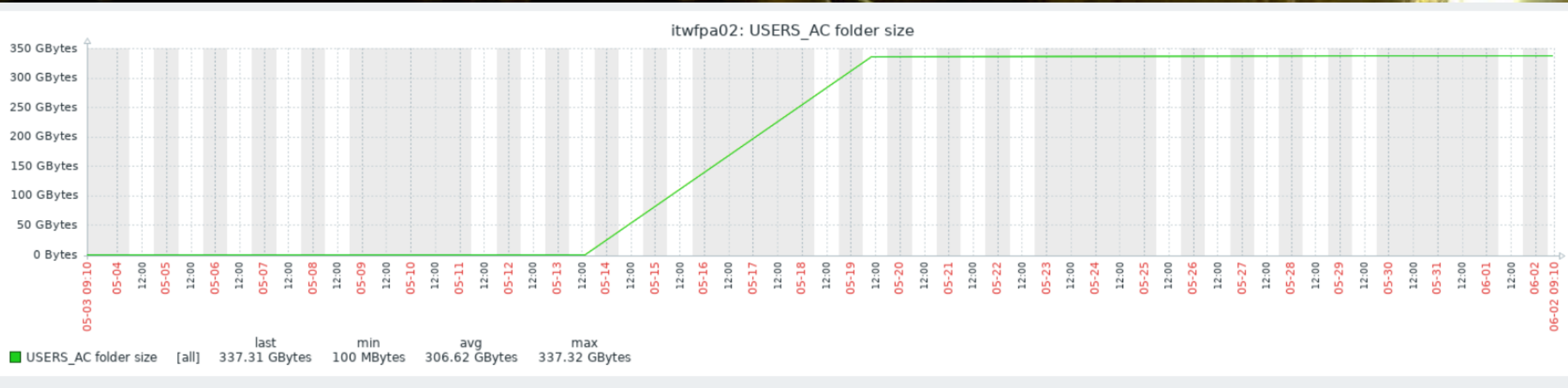
MONITORING THE DATA



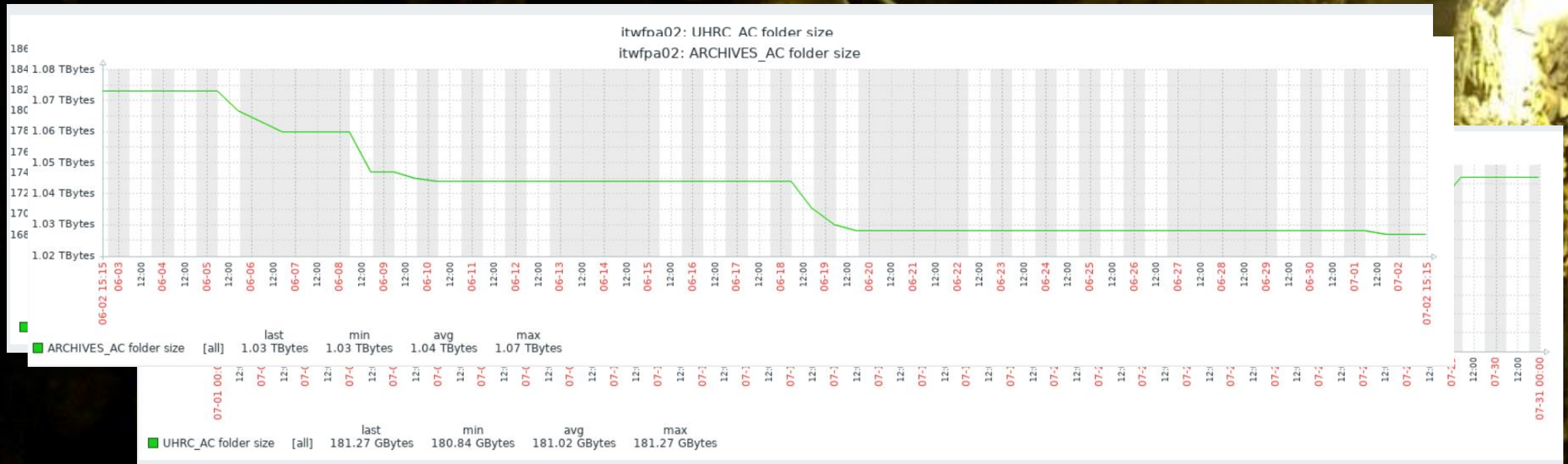
MONITORING THE DATA



MONITORING THE DATA



MONITORING THE DATA



MONITORING THE DATA

| | | | | | |
|-----|--|-----------|-----------------------|-----------------|--|
| C10 | | | | | 9/11/2020 12:41:04 PM |
| | A | B | C | D | |
| | FolderSizes | | | | |
| | Disk Space Analysis Report - 9/14/2020 9:01:51 AM | | | | |
| | Report path(s) - "E:\\" | | | | |
| | File Name | Size | Created | Owner | Full Path |
| | MDISC Digital Asset Preservation Guide.docx | 1.45 MB | 9/11/2020 3:48:18 PM | UTAH\rswaner | E:\USERS_AC\rswaner\Projects\MDISC\MDISC Digital Asset Preservation Guide.docx |
| | MDISC update.docx | 48.3 KB | 9/11/2020 3:47:46 PM | UTAH\rswaner | E:\USERS_AC\rswaner\Projects\MDISC\MDISC update.docx |
| | dwsync.xml | 6.03 KB | 9/11/2020 12:53:59 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\rim\forms_notes\dwsync.xml |
| 1 | dwsync.xml | 2.73 KB | 9/11/2020 12:41:04 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\das\themes\dwsync.xml |
| 2 | dwsync.xml | 512 bytes | 9/11/2020 12:41:01 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\das\plugins\dwsync.xml |
| 3 | dwsync.xml | 3.49 KB | 9/11/2020 12:41:00 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\includes\dwsync.xml |
| 4 | dwsync.xml | 3.39 KB | 9/11/2020 12:40:57 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\images\dwsync.xml |
| 5 | dwsync.xml | 1.33 KB | 9/11/2020 12:40:47 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\scripts\dwsync.xml |
| 6 | dwsync.xml | 969 bytes | 9/11/2020 12:40:44 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\das\js\dwsync.xml |
| 7 | dwsync.xml | 867 bytes | 9/11/2020 12:40:43 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\css\dwsync.xml |
| 8 | dwsync.xml | 292 bytes | 9/11/2020 12:40:41 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\common\das\themes\dwsync.xml |
| 9 | GRAMA-request-at-risk-employees2.pdf | 199 KB | 9/11/2020 12:34:22 PM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\documents\GRAMA-request-at-risk-employees2.pdf |
| 10 | dwsync.xml | 69.1 KB | 9/11/2020 11:17:36 AM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\src_notes\dwsync.xml |
| 11 | dwsync.xml | 14.2 KB | 9/11/2020 11:17:01 AM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\images\feature_notes\dwsync.xml |
| 12 | dwsync.xml | 13.5 KB | 9/11/2020 11:05:08 AM | UTAH\rshaw | E:\ARCHIVES_AC\Internet\2017\Library_notes\dwsync.xml |
| 13 | U-Ar_29953.xml | 15.5 KB | 9/11/2020 9:00:37 AM | UTAH\mrudell | E:\ARCHIVES_AC\Arrangement and Description\Serials\U-Ar_29953.xml |
| 14 | U-Ar_29043.xml | 39.0 KB | 9/11/2020 9:00:14 AM | UTAH\mrudell | E:\ARCHIVES_AC\Arrangement and Description\Serials\U-Ar_29043.xml |
| 15 | ProvoCityOrdinance1918-11-19.jpg | 2.92 MB | 9/10/2020 6:46:47 PM | UTAH\abarnett | E:\USERS_AC\abarnett\ProvoCityOrdinance1918-11-19.jpg |
| 16 | Wannberg S20095 Box FS-2 Case 586.pdf | 3.87 MB | 9/10/2020 2:23:02 PM | UTAH\agcastro | E:\UHRC_AC\Patron Microfilm Scans\2020\9 Sep\Wannberg S20095 Box FS-2 Case 586.pdf |
| 17 | Colton S329 Reel 1 Vol 1 p 27.pdf | 463 KB | 9/10/2020 1:42:33 PM | UTAH\agcastro | E:\UHRC_AC\Patron Microfilm Scans\2020\9 Sep\Colton S329 Reel 1 Vol 1 p 27.pdf |
| 18 | 29943.html | 19.7 KB | 9/10/2020 10:45:57 AM | UTAH\gmstrack | E:\ARCHIVES_AC\Internet\2017\research\inventory\29943.html |
| 19 | 30013.html | 17.5 KB | 9/10/2020 10:45:57 AM | UTAH\gmstrack | E:\ARCHIVES_AC\Internet\2017\research\inventory\30013.html |
| 20 | 29897.html | 20.2 KB | 9/10/2020 10:45:56 AM | UTAH\gmstrack | E:\ARCHIVES_AC\Internet\2017\research\inventory\29897.html |
| 21 | 29885.html | 18.8 KB | 9/10/2020 10:45:55 AM | UTAH\gmstrack | E:\ARCHIVES_AC\Internet\2017\research\inventory\29885.html |
| 22 | Reformatting section report September 14th, 2020.xls | 36.0 KB | 9/9/2020 9:16:20 AM | UTAH\bcarpenter | E:\USERS_AC\bcarpenter\Section Reports\Section report September 14th, 2020.xls |
| 23 | Reformatting section report September 8th, 2020.xls | 36.5 KB | 9/9/2020 8:34:03 AM | UTAH\bcarpenter | E:\USERS_AC\bcarpenter\Section Reports\Section report September 8th, 2020.xls |
| 24 | orp-error-log.txt | 77.7 KB | 9/4/2020 2:55:18 PM | UTAH\eperkes | E:\USERS_AC\eperkes\orp-error-log.txt |
| 25 | excel-macro-debugging.txt | 4.54 KB | 9/4/2020 2:51:04 PM | UTAH\eperkes | E:\USERS_AC\eperkes\excel-macro-debugging.txt |
| 26 | error_log | 102 MB | 9/4/2020 2:30:18 PM | UTAH\eperkes | E:\USERS_AC\eperkes\APPX Applications\velocity\error_log |
| 27 | Wimmer S1622 Case77588.pdf | 3.12 MB | 9/4/2020 2:02:45 PM | UTAH\hstringham | E:\UHRC_AC\Patron Microfilm Scans\2020\9 Sep\Wimmer S1622 Case77588.pdf |
| 28 | Thorne S1622 Case135641.pdf | 3.47 MB | 9/4/2020 1:59:34 PM | UTAH\hstringham | E:\UHRC_AC\Patron Microfilm Scans\2020\9 Sep\Thorne S1622 Case135641.pdf |
| 29 | 29761-4 Photo showing guilt.tif | 93.9 KB | 9/4/2020 11:46:17 AM | UTAH\sharnett | E:\ARCHIVES_AC\Arrangement and Description\Serials\29761-4 Photo showing guilt.tif |

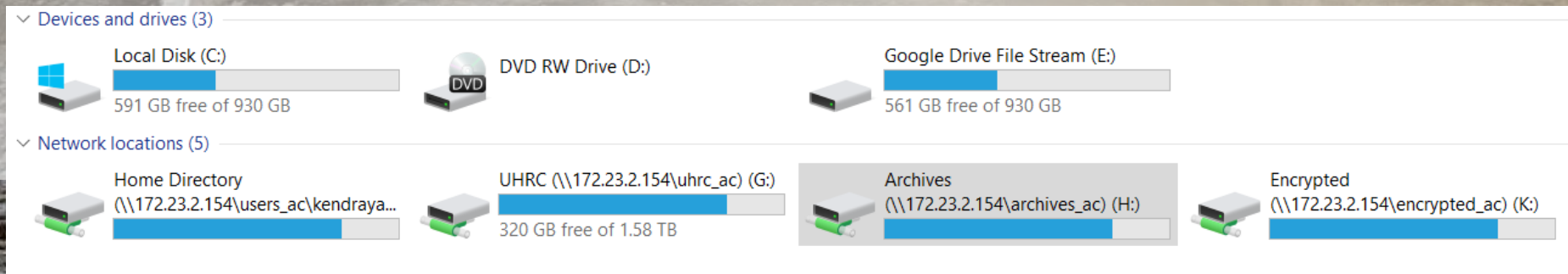


THE RESULTS

Status Check:
September 29, 2020

STILL TO GO:

- Reformatting (micrographics) to coach through the change
- Photo drive to tackle (we'd like a DAM for them)
- Need to help Archival Processing team, once they've standardized their processes enough to determine subfolders



LOOKING BACK: CONSTRUCTIVE BENEFITS

- Server space freed up: the madness stopped
- Google Shared Drives have facilitated teleworking better—HUGE benefit during pandemic
- I learned more about co-workers' processes (and they did too)
- We found areas that needed improvement
- Server space has been repurposed
- Records are easier to find





The End

