



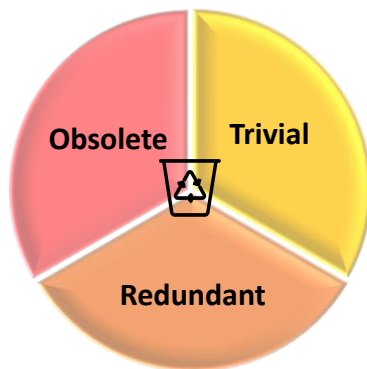
State of Michigan

Records Management Services



Tip Sheet: Get Rid of ROT!

40-60% of records kept by agencies are ROT



Redundant: Records that exist and are duplicated in multiple places, whether in the same filing system or across multiple locations.

Obsolete: Records that already met their [retention period](#) and are not subject to additional legal requirements.

Trivial: Records that have little to no business value – such as junk mail, reference information that is no longer useful, personal records, or system files that are automatically generated by an IT application.

Inconsistent Recordkeeping Creates ROT

- Independent filing and employee copies of folders and documents
- Lack of [recordkeeping rules](#) and defined file plans creates inconsistent practices
- Non-compliance with [Retention and Disposal Schedules](#)
- Legacy data issues, such as undocumented migration of data
- IT applications that prevent disposition of data

ROT Risks

- Inefficient use of storage resources
- Record retrieval is slower, more difficult, and more expensive
- Increases volume of content that is collected, reviewed, and released for FOIA and litigation
- Decreases employee efficiency and increases risk
- Using obsolete or incorrect versions of records leads to mistakes and bad decisions

Identify ROT

- Identify your electronic record repositories and line of business applications
- Identify designated location for each type of information created by your office
- Search for ROT in email, electronic files (shared drives, OneDrive, SharePoint, etc.), and data in line of business IT applications
- If a vendor or service provider has custody of State of Michigan data, work with them to adopt a routine process for deleting obsolete data