# Managing your electronic records

## Got fifteen minutes? Try these quick cleanup tips!

- Sort folders and files by date.
- Delete folders/files whose dates have passed their [retention period](#).
- Review and delete drafts if a final version has been approved.

## Planning ahead for continuous cleanup

### Manage by folder, not file.

- Create folders based on broad categories that describe your files, such as Personnel or Finances.
- Create subfolders to organize files within each category.
- Sort by date to streamline cleanup.

### Use standard naming conventions.

Easily locate and manage files by using a naming system. Here are suggestions:

**Project Name** + **Date Project Closed**

**Employee Name** + **Fiscal Year**

**Meeting Name** + **Meeting Date**

**Student Name** + **Graduation Date**