**Get Ready for the Extreme Clean Challenge in January: You Could Win!**

In January, the Records Management Team will host the Extreme Clean Challenge at both Denver Headquarters and the Region 1 South Holly Bldg. We’ll compete by team at HQ and by team at S. Holly. One team from each location will win a recognition celebration to enjoy Donuts with the Director.

**Here’s the Schedule & How It Will Work**

|  |  |
| --- | --- |
| Timeframe | What Will Happen |
| Nov.-Dec. | * Teams, start stockpiling documents that can be shredded.
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| Dec. 2, 11-1 p.m. | * Pick up empty boxes at the Records Management Program Office, Rm. 121 (previously known as Central Files), or at the S. Holly Bldg., Dianne Rogers’ office. You can use these boxes to organize your documents.
 |
| Dec. 2-20 | * Start sorting your documents for the competition (use the boxes!)
* Throw away non-paper items, decorations and junk **now** – these can’t be put in the shredding bins and aren’t part of the competition.
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| Dec. 9-13 | * Join a **Records Recommendation Session** –walk-in sessions to ask questions about what you can throw out and what you must keep
* Here’s the schedule:

|  |  |
| --- | --- |
| Date | Location |
| Dec 7, 9-11 a.m. | S. Holly, Interstate Conf. Rm. |
| Dec. 9, 9-11 a.m. | HQ Rm. 225 |
| Dec 13, 1-2:30 p.m. | S. Holly, Interstate Conf. Rm. |
| Dec. 16, 8-10 a.m. | HQ Auditorium |
| Dec. 20, 9-11 a.m. | HQ Rm. 225 |

Contact the Records Management Program Office with questions at dot\_records\_mgmt@state.co.us. |
| Jan. 2-27 | * We’ll hold the **Extreme Clean Challenge** all month. When it’s your team’s scheduled week, there will be secured shredding bins on each floor. You’ll place your documents in the shredding bins, which will be weighed. At the end of the month, the HQ team with the most weight and the S. Holly team with the most weight will each win!

|  |  |
| --- | --- |
| Date | Team |
| Jan. 2-6 | HQ 2nd FloorShumate Lower |
| Jan. 9-13 | HQ 3rd FloorShumate Upper |
| Jan. 16-20 | HQ 4th FloorS. Holly 2nd FloorS. Holly Civil Rights Office |
| Jan. 23-27 | HQ 1st FloorS. Holly 1st Floor |

* During your week, there will also be dumpsters for non-paper items (e.g., empty binders) as well as recycling bins for books. These will not be weighed for the competition.
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| Early Feb. | * We’ll announce one winning team from HQ and one winning team from South Holly. Winning teams will meet with Shailen for a recognition celebration to enjoy Donuts with the Director!
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**Guidelines: Document Retention**

Here’s what you can throw out for the Extreme Clean Challenge, as well as what you must keep:

|  |  |
| --- | --- |
| **Keep** | **Toss** |
| * Original documents
 | * Copies of documents
 |
| * Original version of CDOT manuals
 | * Copies of CDOT manuals
 |
| * Original version of CDOT publications
 | * Copies of CDOT publications
 |
| * Financial, historical, or legal originals
 | * Financial, historical, or legal copies
 |
| When in doubt, don’t throw it out! Email dot\_records\_mgmt@state.co.us**!** |

**Remember: Be Careful With Records**

* As state employees, we’re all legally obligated to refrain from destroying public records.
* Remember: Records can be multiple formats (e.g., paper, electronic files, film, maps, photographs).
* If records are destroyed, you must first fill out a [Destruction Inventory Form](http://intranet.dot.state.co.us/business/records-management/cdot-records-destruction-inventory-form) and email it to dot\_records\_mgmt@state.co.us. Records Management will work with you through this process. If in doubt, come to a Records Recommendation Session.
* See our [FAQs](http://intranet.dot.state.co.us/business/records-management/records-faq) for more information regarding records management.

**Please keep the boxes.** They can be returned to the Records Management Program Office, Rm. 121 at HQ, or to Dianne Rogers’ office at South Holly.

**Send Us Your Stories**

Get creative! For example, send in before-and-after pictures of your cleaned-up area. Or pictures of origami you made with your documents before you throw it away. Email your information to Internal Communications. Include department name, team member names, description of your clean-up efforts and pictures. We’ll feature the most creative stories in our internal news!