

In This Issue: –Old Mother Hubbard  
Update on Information Management & Lab Informatics

eOrganizedWorld  
the Online Information Management Newsletter  
for Information Professionals  
from Charlie Sodano

### Old Mother Hubbard

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Do you bury bones in your backyard so you have easy access to them, and don't have to share them with others? People don't usually bury their food in the ground but they often snatch documents from their companies repository so they can have easier access to them when they are not in their office or don't want to perform a few extra clicks to retrieve them. This is particularly true for documents that we have personally created. It's human nature to want to keep our "property" in our personal cupboards.

It's mine, mine, mine and I need to protect it and keep others from snatching it away or nibbling on it

Unfortunately, if you get paid by an organization to perform a job, the documents you create usually do not belong to you. The bones are not yours to bury.

Suppose you do make a "convenience copy" of a document because you are revising or updating it. When you are finished, do you upload it into the repository and delete your copy? Many times not, because "I may need to look at it again" is the mantra.

Several months later you download another copy from the repository into another location on your workstation. Now you have 2 copies/versions in different places. Maybe you email it to a few colleagues for comments. More copies floating around. You may think, what the heck, I got plenty of storage space in various server file shares and IT will give me more if I want. Storage is cheap!

What's the downside of collecting piles of bones in your house. Yes, there is plenty of space, but you are making it more difficult to find anything as the piles get deeper.

Organizations try to help but allowing secure access to their repositories when people are home or traveling. They also have improved the ease of logging into the protected repositories. I remember about 10 years ago, logging into a global document management system sometimes took a long coffee break time to load up. This is not usually true anymore. Logon should not take any longer than bringing up Google.

What's in it for you if you don't make convenience copies? If you always know where things are, your retrieval time will drop drastically. Better to go to a single source to retrieve and return a document. Another benefit for shared documents is that your collaborators/audience will always have access to the latest and greatest of your compositions. If you really need a collection of external information, create a well marked folder with the current year. When you do clean up it will be easy to see how old your references are and whether they are relevant. Things change rapidly and it's often better to retrieve the references from the original source. You could be saving out dated information.

I should tell you that I am preparing for my year end cleanup that includes 2 terabyte drives. Other than my pictures, backups and clip art, everything older than 3 years will be dumped.

Are you going to do a year end cleanup too?

Please pass on this EZine to those in your network.

To leave list or change email address, scroll to bottom.

A link to the EZine is also found at [www.eorganizedworld.com](http://www.eorganizedworld.com)

Contact us ([consultants@eorganizedworld.com](mailto:consultants@eorganizedworld.com)) for additional information about getting your records management program started. We'll give you more free advice and explain how we can continue to work together.

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What's new?

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INFORMATION MANAGEMENT

It looks like everyone was still on vacation in October. I didn't catch anything worthy of being posted and would rather this leave spot blank than to put in a filler. Don't want to waste your time or mine.

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