

In This Issue: – Out of Sight Dude  
Updates on ELNs and Information Management

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

Out of Sight Dude

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I recently looked at one of the few folders of paper files that are in my desk. It contained brochures and CD's from meetings that I spoke at from 2006 – 2010. Why was I keeping these? Couldn't remember, but they were not useful anymore.

Electronic files are a much bigger problem. How many locations do you store information in? Do you know? Are you really sure? If you work for a company, you hopefully don't store any records on your computer's hard drive. Why? It's not secure and if it crashes, all is lost. You probably have your "personal" space on a network drive; your departmental space, a couple of project folders and another location that you use to store "temporary" information. Is that it? Probably not, but it's a place to start.

Have a look at those storage locations and see what's in them. I bet that most of you will find items that should have been chucked ages ago because they are not relevant to anything you are doing today. They will probably remain there as long as your IT folks continue to expand your allotted storage space.

Let's say that you leave your company for a better job. Normal practice for many companies is for IT to transfer your email account and personal drive materials to your boss or some designee. What do they do with it? Probably nothing. They push it into an out of sight location, "just in case". Let's say your former boss leaves the company next and his records are transferred to some other designee. Your old records will get pushed even further down the rat hole.

Does this go on ad infinitum? In many companies, it does. Of course legacy paper records are dealt with in a similar manner and often stored off site. This behavior feeds the vendors bottom line forever. If you have friends in the records storage business, ask them how often their customers look at their collections. The response will be that most of them never look at their records until they go out of business or are involved in an M&A.

A lot of people are pack rats, storing more things than they will ever need. There is a minority out there who are hoarders which is a complex mental health disorder that involves excessively saving items and having the inability to throw them away.

A recent story told about a man who daily received a load of mail; newspapers, magazines, books, catalogs, and random solicitations. Each day the 43-year-old recluse piled the new with the old, until floor-to-ceiling stacks of disorganized paper nearly filled his windowless 10-by-10-foot apartment in New York City. In late December, the avalanche came, and he was buried standing up. He stood alone for two days, until neighbors heard his muffled moaning. The landlord broke in with a crowbar; it took another hour for neighbors and firefighters to dig him out and get medical help.

Most of us are not this extreme, but we can get paralyzed when faced with a mountain of randomly organized information.

What's a simple way to begin to cope with this kind of problem? I've said it before and will say it again. Organize your folders by year. At least you will know that you are keeping some things that are becoming moldy with age.

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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#### **ELN / LIMS.**

Waltham-based life sciences and environmental tech giant PerkinElmer Inc. plans to acquire life sciences software firm CambridgeSoft Corp., and has already completed the purchase of ArtusLabs Inc. of Durham, N.C., paying a combined \$220 million for the companies.

#### **INFORMATION MANAGEMENT.**

enprovia, the specialist providing mobile access to enterprise applications, unveiled a Microsoft Phone 7 client app, giving users direct access to their processes and documents while being mobile. The application enables users to search and navigate through data located on their Enterprise Content Management Systems (ECM) or Document Management Systems (DMS).

Users can further add comments, annotations, voice recordings and images to existing documents, create new documents while e.g. in meetings, share documents with others and subscribe to changes and be alerted when modifications are done to folders or documents in real-time.

Vablet launched new enterprise content management solution for mobile devices for the Android platform. It is currently available for the Apple iPad, iPhone, and iPod Touch.

**PRIVACY and SPAM POLICY:** I never rent, trade or sell my email list to anyone for any reason whatsoever. You'll never get an unsolicited email from a stranger as a result of joining this list.

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