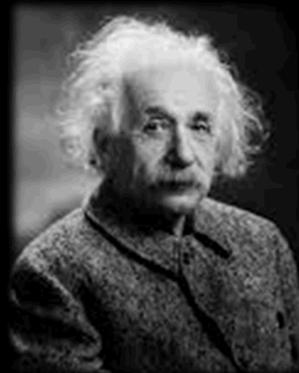


# HOW DO YOU THINK FUN?

Tracy Rhodes

1. The state or quality of being creative.
2. The ability to transcend traditional ideas, rules, patterns, relationships, or the like, and to create meaningful new ideas, forms, methods, interpretations, etc.; originality, progressiveness, or imagination:  
the need for creativity in modern industry; creativity in the performing arts.
3. The process by which one utilizes creative ability: Extensive reading stimulated his creativity.

creativity. (n.d.). Dictionary.com Unabridged. Retrieved April 6, 2017 from Dictionary.com website <http://www.dictionary.com/browse/creativity>



**“Creativity is  
intelligence  
having fun”**  
– Albert Einstein

# HAVE YOU OVERTHINKING?

1. Being OCD
2. Overthinking
3. Micromanaging
4. Being bossy
5. Looking at areas of a program considered better left alone
6. Being an overachieving “problem solver”

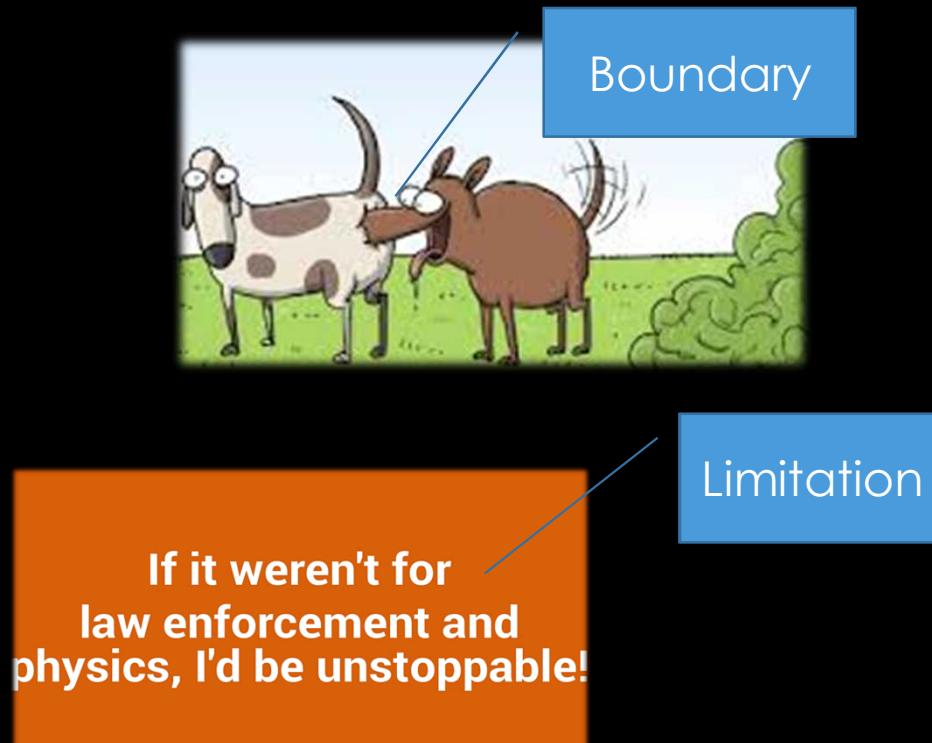


# GENIUS

# INDIVIDUALS

- Genuinely values intellectual and cognitive matters.
- Values own independence and autonomy.
- Is verbally fluent; can express ideas well.
- Enjoys aesthetic impressions; is aesthetically reactive.
- Is productive; gets things done.
- Is concerned with philosophical problems, for example, religion, values, the meaning of life.
- Has high aspiration level for self.
- Has wide range of interests.
- Thinks and associates ideas in unusual ways; has unconventional thought processes; can make unusual connections to unrelated ideas or things.
- Is an interesting, arresting person.
- Appears straightforward, forthright and candid in dealings with others.
- Behaves in an ethically consistent manner; has consistent personal standards.

# WHAT IS THE BOUNDARIES AND LIMITATIONS?



## Thoughts?

- Boundaries are set in place to create parameters. Boundaries at work would in essence create your workplace play ground. Policies are a form of a boundary you cannot cross pertaining to a work decision or activity.
- Limitations are often self educated and can be overlooked as a moment of stupid thought processes or bode a back of the head slap to a coworker for having a state of mind that would in essence kill forward progression of any activity.

DO NOT LIMIT YOUR POSSIBILITIES

## Do NOT use limiting language

Never admit to limitations such as

- I can't
- We can't
- My manager would NEVER approve that
- We have ALWAYS done it this way

DON'T LIMIT YOUR  
**CHALLENGES**  
**CHALLENGE**  
**YOUR LIMITS**

## DRAW YOUR BOUNDARIES

### Understand your boundaries

- Policies
- Ethics
- Morals
- Team or Project expectations
- Time Frame



### Make sound decisions

- Be a forward thinker!
- Do not second guess
- Commit to decisions
- Legwork and research are vital in creating a path forward with your project planning

# Micromanaging

- to control (a business or project) with excessive attention to minor details

micromanage. (n.d.). *Collins English Dictionary - Complete & Unabridged 10th Edition*. Retrieved April 5, 2017 from Dictionary.com website  
<http://www.dictionary.com/browse/micromanage>

# Critical Thinking

- disciplined thinking that is clear, rational, open-minded, and informed by evidence:

critical thinking. (n.d.). *Dictionary.com Unabridged*. Retrieved April 5, 2017 from Dictionary.com website <http://www.dictionary.com/browse/critical-thinking>

A large amount of attention and hypothetical thinking need to be used with critical thinking  
To allow for potential mitigation of potential safety and security issues that may arise.  
Practicing critical thinking applied to this attention is necessary.



# STAY FOCUSED

Name some tools that help you focus

- Clearly framed project or issue (clear SOW)
- Establish the boundaries (written into the plan)
- Eliminate limitations (smack your team members when they try to limit you)...(kidding don't do that)
- Keep on track! No squirrels!

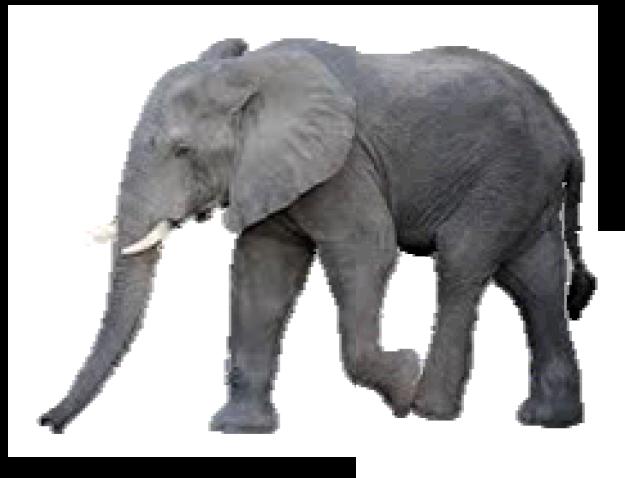


# HOW DOES RECORDS MANAGEMENT?

- Records offer a unique and challenging work environment
- Resources have been limited over the years
- Funding has been a low priority
- Thanks NARA for the “inspections”
- Inventory projects
- Media migration projects
- Fruit basket turnover with electronic records
- Herding cats with leadership, funding, records users and creators
- Limited benchmarking for some industries to resolve findings



## CREATIVELY COMMUNICATING



Use creative thinking to help in how best to break apart the project into bitesize pieces. Remember, think outside of the box! Have fun brainstorming! Don't limit your thinking!

Remember how you eat an elephant?

One bite at a time! Break large projects into manageable smaller areas of focus. Do not focus on the big picture until afterwards.

This may require a LOT of legwork prior to the project beginning but it will allow an easier flow to work and cut down on major concerns like safety and security requirements.

Additionally, many of the smaller portions can have redundant processes because of like work.

# HOW DO RECORDS MOVE PROJECT?

- Thinking outside of the box
- Compartmentalizing the big picture into smaller more manageable portions
- Put our aces in their places!
- Accept that this is going to be an enormous challenge (don't be sad)
- Use the mouse and stick technique when it comes to herding the cats



# RECORDS MOVE PROJECT? (CONT)

Since there was no benchmarking on other labs conducting a massive 100% inventory on over 60 years worth of records and then moving them we had to come up with our own plan!

The project then took on a different form. I tasked myself breaking up the work into manageable smaller projects prior to the move.

1. Evaluate what metadata needed to be available for the move reports.
2. Evaluate what data needed to be in the system and available for daily work for the IRS Team.
3. Divide work and conquer the project!
4. Audit electronic system (data needed to be available during the move).
5. Update the data and remove any data gaps. All of the metadata established in bullet 1 needed to be available.
6. How many moves can we conduct safely?
7. How many boxes can be moved within a one week period?

LIC

RE

Now what do we do?

- What kinds of moves?
- We have a full set of moves
- We made discoveries
- New fields were added to holdings for each move
- No surprises right?



ECT? (CONT)

ach move.

in-depth look on our

SURPRISE!!! We have over 3000 boxes needing immediate disposition!!!  
Did we laugh till we cried or cry till we laughed?

## REVIEWER ADVICE AND OVERCOMING

A smaller project was stood up to get all boxes disposed of prior to the next scheduled move date!

- Creative thinking came into play to resolve the issue of no vendor being able to take on the huge workload of sheading all of those records!
- Improvising...thinking outside of the box! No standard disposition method was available...think outside of standards.

In this case standards were a limitation and NOT a boundary. Limitations can be exceeded, as in the DOE order for disposition of records!

- An agreement was made with a local small business that allowed us to exceed the DOE order for destroying records. They were pulverized and turned into blown insulation. This product was then sold to a local home-depot to be used in local homes.

## ONWARD TO THE BIG PROJECT!

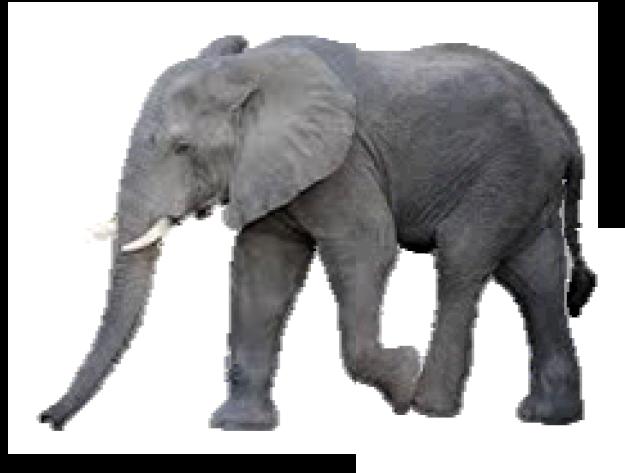


Are your legs tired?

Now that the small records disposition crisis has been averted we can move forward only paying for records that need to be retained and moved!

Problem solved!

## RECORDS MOVE PROJECT? (CONT)

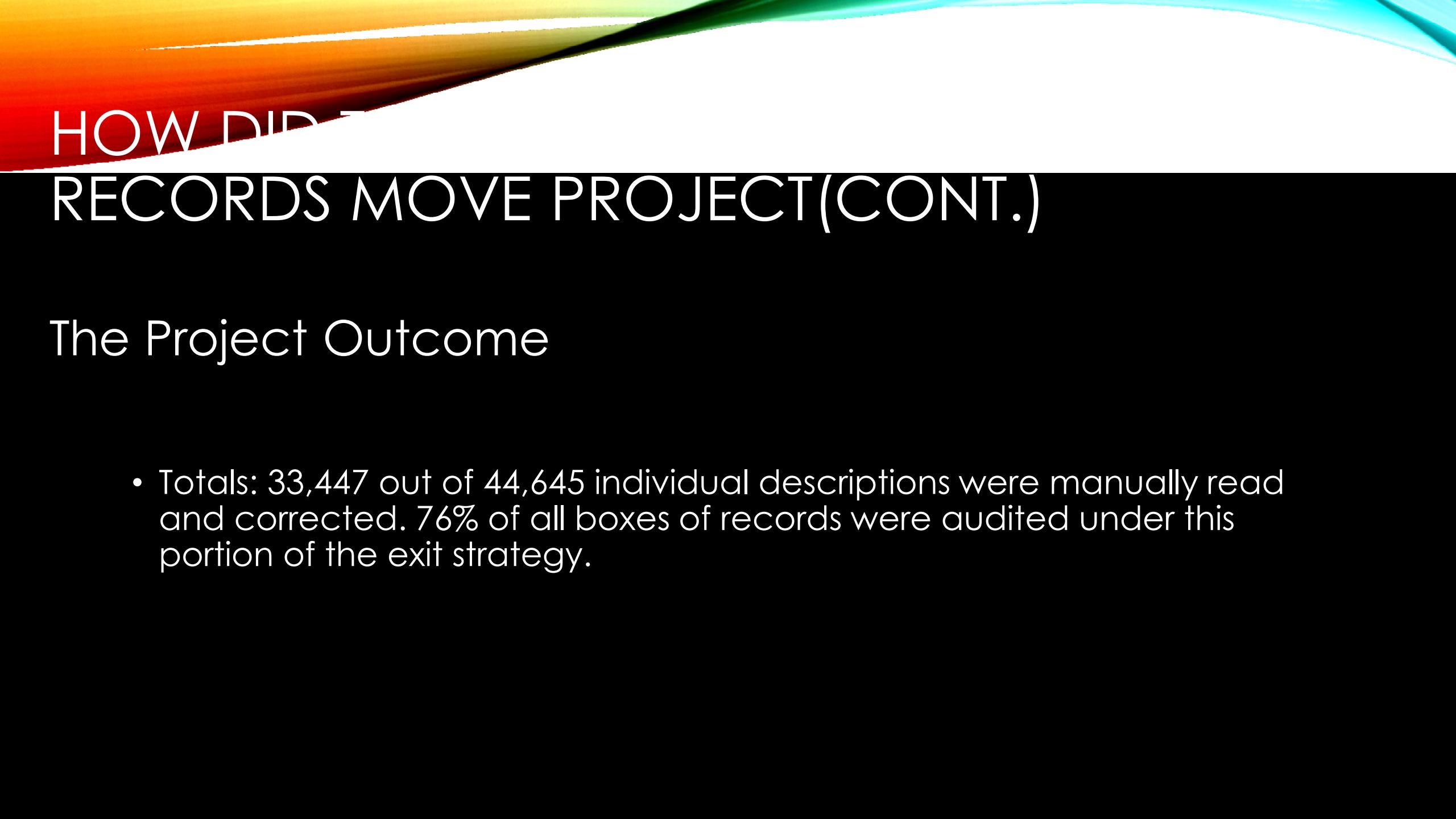


- Piece by piece the MASSIVE project started becoming smaller and smaller.
- The work was like for each phase so while it was conducted at the same pace.
- The stress levels became less and less as the workers became more confident in their work abilities!

# HOW DID THE RECORDS MOVE PROJECT? (CONT)

## The Pre-Work

- 1.5 years of electronic inventory (matching physical with electronic tracking system)
- Physical inventory (hand counting collections to confirm numbers)
- Understanding the work environment of both old and new storage locations to satisfy internal safety and security requirements
- Carefully written SOW's for contractors
- Contingency plans in place to meet internal security requirements for potential legacy security and safety issues.



# HOW DID THE RECORDS MOVE PROJECT (CONT.)

## The Project Outcome

- Totals: 33,447 out of 44,645 individual descriptions were manually read and corrected. 76% of all boxes of records were audited under this portion of the exit strategy.

# HOW DID THE RECORDS MOVE PROJECT(CONT)

## Legacy Charge out (CO) forms imaged

- Over 25,000 CO forms were imaged allowing the IRS team to research box history and tracking activity. This allowed us to locate boxes that were not present in the structures once we moved.
- Several hundred boxes were not located during the move. The team researched in the CO forms and found to have been removed permanently to owners over a 30 year period. The new data was entered into the system to reflect the box being gone clearing up many discrepancies.

## Electronic entries with duplicate descriptions

- Total located and resolved 235

## Electronic entries with no description

- Total located and resolved 580

## Physical audit of tubes/drawings

- Four sizes of tubes and drawings boxes were identified.
- The original count of tubes and drawings in the electronic system was 282 boxes
- The ending total is 1,315 individual boxes inventoried in manual count.

# HOW DID RECORDS MOVE PROJECT(CONT)

## Physical audit of aperture cards

- The total number of aperture cards entries in the electronic system was 402
- The end count identified is 2,773 individual boxes inventoried in manual count

A new field (mixed boxes) was created to allow us to identify mix media boxes to address at a later time.

- No boxes were identified originally
- Audit produced 2,942 boxes of mixed media records

Total moved to temporary storage awaiting migration and to the new storage location

- 62,524

Total individual tape reels outside of record storage boxes

- inventoried and counted 12,945

Total number of tape reels inside of record storage boxes

- inventoried and counted 2,186

# HOW DID RECORDS MOVE PROJECT(CONT.)

## Total Loss Count

- Unsalvageable boxes discovered 55

## Partial loss Count

- Partial loss boxes are boxes where some loss was discovered but most of the records were able to be salvaged 48

## Total permeant transfer of boxes

- Transferred back to owners for various reasons during the move is 662

## Total boxes that were destroyed but remaining in the structure

- Boxes were properly destroyed per the original approval 482

## Total count of tape reels located in the structures that were destroyed in the system

- 1,333 individual reels and around 12,200 pounds of tapes were located during the move in one area. All are destroyed now and out of the corporate holdings.

# HOW DID RECORDS MOVE PROJECT(CONT.)

## Total boxes destroyed in the mass disposition

- Due to a legal hold release in mid-2015 a total of 3,167 boxes or 80,815 pounds of records were in need of being destroyed at once. In a project called the Mass Disposition the RM department was able to destroy all of the boxes of records after receiving owner approval.

## Total not accounted for to date

- These 100 boxes (which is .16% of our entire holdings) were not located during the move. These boxes were either checked out or permanently recalled by owners prior to that function being available in the electronic system and have no data providing activity.

## Total man hours associated with the inventory, move and inventory after move is 15,600

- Electronic inventory and audit 3 people @ 20 hours per week for 78 weeks = 4,680
- (Pre- Move) Physical inventory and count of individual structures and media type 3 people @ 20 hours per week for 6 weeks = 360
- Physical move at 8 people for 1 week @ 40 hours a week for 12 weeks = 3,840
- (Post Move) inventory and count of reels and data entry of new locations from Structures 41 & 59 = 2 people 4 weeks @ 40 hours per week for 12 structures = 3,840
- Pre-work and prep for structure move = 2 people 20 hours per week for 2 weeks @ 12 structures = 960 hours and 1 person @ 40 hours a week for 4 weeks for 12 structures totals 1,920 complete totals = 2,880

# FUN IS A SUBJECTIVE TERM! BUT...

- Consider what has been accomplished!
- Was the pre-work worth it?
- Did you see what could or should be improved? Tell the rest of us so we can learn!



We are all running blind here!

QUESTIONS? ?

