

# Do you have a records management strategy in place?

**Question:** "We're getting concerned where I work that the overwhelming amount of documents and data that we generate every day aren't being safely stored and tracked. We have no one person whose job it is to make sure that important files, customer records, financial statements, logbooks, correspondence, social media content, even security tapes and cellphone records are properly handled and archived—it's way too much for HR when every employee is churning out so much stuff on their own. Does anyone out there actually have a system in place to get a handle on all of this, or are most companies like us, just letting everything stack up in cabinets and fill up the computer network and hoping nothing vital gets lost along the way?" — *Geena, Delivery Services Coordinator*

See comments below, and send your own question to [Admin-Pro@nibm.net](mailto:Admin-Pro@nibm.net).