

# Big Buckets: the future of retention scheduling?

Continued Communication Research Group

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# Agenda

Item 1

## Retention and appraisal

The evolution of retention schedules: their pros and cons

Item 2

## Big Bucket' retention schedules

The retention solution?

## Reviewing 'Big Buckets' in practice

A group exercise

Item 4

## Summing up the exercise

A chance for evaluation

Item 5

## Conclusions from the exercise

The opportunity for a wider discussion

# Continued Communication

80 international, multidisciplinary  
co-researchers linking research and  
practice to answer one question:

*How can organisations maximise the  
potential of their communications taking  
into account the impact of the individual?*

*-investigating communications in the 21<sup>st</sup>  
century*

# Traditional Appraisal

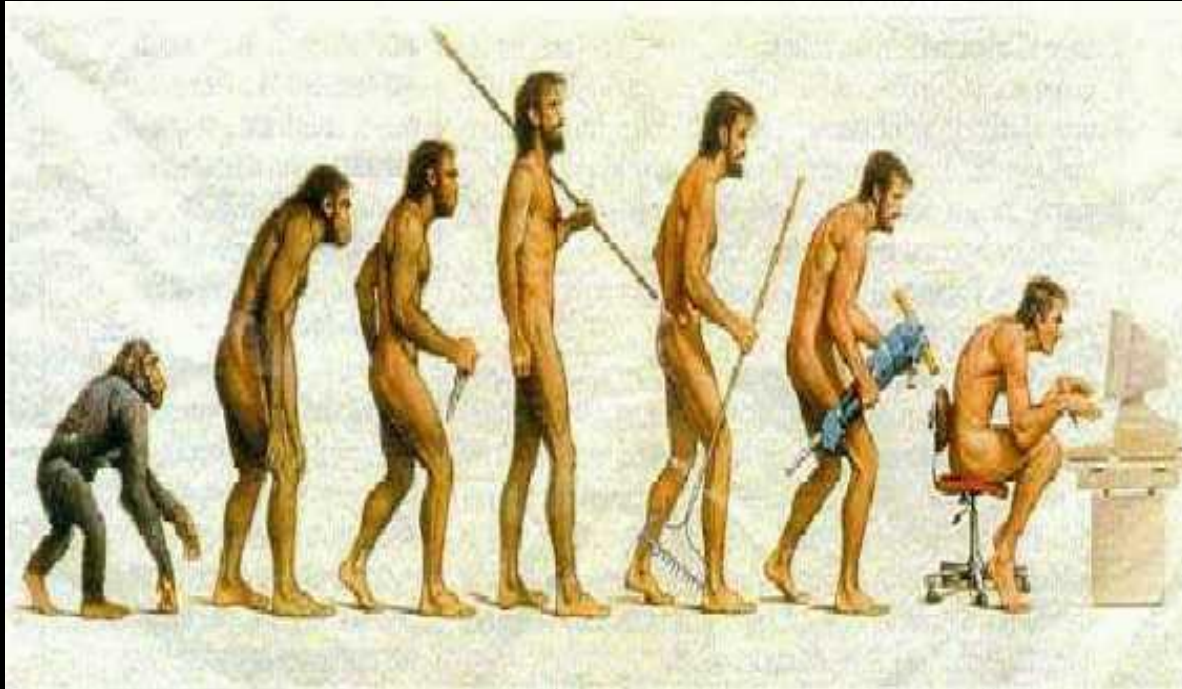


# Functional Appraisal



# Macro-Appraisal





# What are Buckets?



Copyright of Cambridge  
and County Folk Museum



# Different approach to retention scheduling

Fewer but wider record 'series'

Risk based

Cross functional

Pragmatic

Less effort/simpler

# Government Accounting Office (US)

## 3 Primary Buckets:

- Policy, Publications and Special Collections – permanent retention
- Mission – 5 year retention
- Administrative – 7 year retention

# NARA

3 Buckets:

Program  
Direction

Administrative

Program  
Operation

# Group Exercise

Establish your bucket categories

Fill your buckets – place each extract into the appropriate bucket

Feedback the pros and cons of your approach

# Summing up

# Continued Communication

- Website including a Blog [www.continuedcommunication.org](http://www.continuedcommunication.org)
- Communication Architecture Toolkit
- Book: Information management solutions: communication and collaboration in a changing world, Facet Publishing 2011