

Teamwork Approach to Records Management

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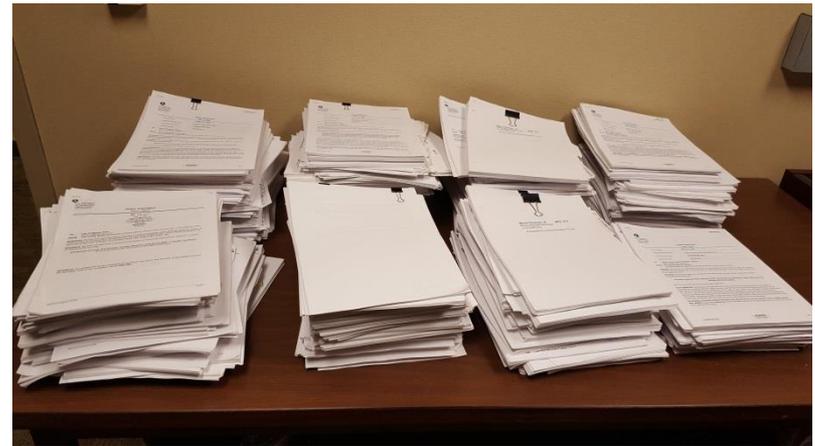


**Federal Aviation
Administration**



So.....What's The Problem??

- ❖ Hundreds of closed airport grant files backlogged in storage room
- ❖ Several weeks worth of personnel hours to pull, sort, label, catalog, box, and ship project files
- ❖ Archaic filing system, rife with errors, highlighted in grant files retrieval attempts from FRC



How Did This Happen?

- ❖ **Central Region Airports administers approximately 140 grants per year.**
 - ❖ Each airport grant required 2 folders per project
 - ❖ Each project remained opened about 3 years
 - ❖ Grants remain in office for a minimum of 6 months after closeout
 - ❖ Reduced staffing levels and retirements



What We Did...

- **Solicited volunteers to help sort, file, catalog, box, and ship records**
- **Created new database to house record of FRC shipment transfers**
 - Employee-created database makes shipping and recalling boxes more effective and efficient
- **Moving toward all electronic records**
 - Creating and storing project files electronically.



Results

- **Cost Savings**
 - Supply Costs
 - Reduced Storage Space
 - Workplace Evolution
- **Telework-Friendly Solution**
- **Streamlined Auditing**
- **Expedited Shipping**



Conclusion - Teamwork Approach Solves Problems

- **Spurred new ideas to further improve shipping process**
- **Created a Records Database to ensure accuracy**
- **Encouraged increased participation implementing electronic records**

