

Avoiding the Avalanche: Records Management Techniques for Improving Workflow in Technology Transfer Offices

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Introduction (a.k.a. You Realize How Important Good Records Management Is When You Don't Have It)

It's late in the day and you just received a frantic phone call informing you that a final deadline occurs today—you must make an immediate decision! Okay, you're a trained professional—you can handle this. You go to where the file is supposed to be, but much to your dismay, it's not there. A cry for help goes out to the whole office. Everyone is enlisted in a mad scramble to find the file. After what seems like an eternity, the file is found propping up the short leg of a desk. What a relief! Now you think you can make an informed decision—until you discover that the file is empty! It's times like these that technology transfer (TT) professionals are reminded that high-quality records management (RM) is essential to efficient operation of any office.