



**Dear CMMS Guy**

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Now that the end of the year is quickly approaching is there anything I should be thinking about with my CMMS?

*Thinking in Timbuktu*

**Dear Thinking,**

Now is the perfect time to think about archiving historical work order information. I typically recommend keeping the previous two-years of work order information and archive the remainder. Just because it's archived doesn't mean you can't get it as needed, you simply have to un-archive it. If you have a lot of previous years work order information and you accomplish the archive you may even notice quicker system performance. Have fun, be safe, and Happy Holidays.