

**Primary Audience:** Information Workers

As an information worker you have the necessary TRIM permission settings to do the following tasks in TRIM. For guidance, please refer to the TRIM Folder Training Guide.

- Change the title
- Change the retrieval code
- Change the content start date
- Change the content end date
- Close the file
- Add a note
- Remove the SO date

To do the following tasks, please submit an email request to EDRMS Help .

**Remember** to attach a reference to or reference file of the classification(s) to which the request relates. For instructions on how to arrange for the deletion of a record, refer to the TRIM tip for deleting a record.

- Change a record classification
- Change record type
- Open a closed file
- Change the retention schedule

Change the OPR status