

Basic Records Management Staff Training Syllabus

Introduction:

Basic Records Management Staff Training is a three-part series of online trainings on Records Management and your role in it! Each part of training includes a short video (closed captioning and transcripts are available) followed by a brief quiz to reinforce what you'll learn. Once all three parts of training are complete, you'll receive a certificate in your training transcript.

To access this training, [log in to the training center LMS](#) and look for it under "My Training."

Note: If you are required to take the in-person training component in March 2017, this series is a pre-requisite to that class. You have until January 27, 2017 to complete training.

Please take a [2 question pre-instruction survey](#) to give us a baseline for the effectiveness of our training.

If you have any questions regarding this training, please email the Records Management staff.

Teacher:

- Helen Linda

Overall Learning Outcomes:

- Build confidence in their ability to meet legal record keeping requirements.
- Understand their role in records management no more no less.
- If they are moving on to in person training, they are prepared to participate.

Part 1 – What Is a Record? Learning Outcomes:

- Understand that records are any recorded information created or received in the course of business.
- Understand that all employees are legally obligated to manage records.
- Navigate to the training site on the intranet.

Part 2 – Am I a Record Keeper? Learning Outcomes:

- Understand their recordkeeping responsibilities within their unit.
- Identify the official recordkeeping copy of a record for their department/unit.
- Know the difference between an official copy and a transitory copy.

Part 3 – How Do I Keep Records? Learning Outcomes:

- Understand how records are organized into functionally-related groups called buckets.
- Identify and understand operational guidance and how we use it to manage buckets of records.
- Navigate to the intranet site and find supporting documentation.