
THE U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

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Records Management for Everyone

An On-line Training Course For All Federal Employees

[Access "Records Management for Everyone" through NARA's Learn Center](#)

The National Archives and Records Administration has developed "Records Management for Everyone", an on-line training course for all Federal employees. This course is available through OPM's USA Learning site and as a standalone CD from the National Archives. All Federal employees are encouraged to review this course to introduce the basic concepts of records managements

Records Management for Everyone provides an understanding of basic records management principles and how they affect daily work. This course explores the techniques and protocols that govern the lifecycle of a record, including concepts of adequate and proper documentation, disposition, and where to go for help. It discusses how managing records and information supports the work of the Federal government and improves staff effectiveness. There are no formal prerequisites.

By the end of this course, participants will be able to identify Federal records and the key requirements for managing them; understand records management principles; understand the repercussions of poor records management; and know where to go for records management assistance within an agency.

The target audience includes all government employees and contractors. This course is designed for all levels of employees - from senior management to the file clerk - or anyone with the responsibility for creating and maintaining Federal records.

To order a copy of the course on CD, please contact the records management training program at nara.recordsmgmttraining@nara.gov or 301-837-1676. The software/source code is also available for agencies that would like to install the course in their own Learning Management System.

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* Please see our [Privacy Statement](#)

Page URL: <http://archives.gov/records-mgmt/training/rm-everyone.html>

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001 • Telephone: 1-86-NARA-NARA or 1-866-272-6272