

# Web-Based Training

## Recordkeeping: A Program Manager's Survival Guide

**DON'T MISS THIS LIVE WEB-BASED TRAINING OPPORTUNITY!**

**With interactive presentations and chat room discussions, this webinar is a cost-effective way for individuals or groups to learn without leaving the office.**

Learn how to manage Federal records, including:

- ✓ *What are Federal Records?*
- ✓ *What are Records Requirements?*
- ✓ *Who is Responsible for Federal Records?*
- ✓ *How do I Mitigate Risks?*
- ✓ *Where can I go for Help?*

### **Recordkeeping: A Program Manager's Survival Guide**

**Cost: FREE**

***January 27 and 28, 2009***

***(The class consists of two sessions)***

***1:00pm – 3:00pm Pacific Time***

With interactive presentations and chat room discussions, this webinar is a great way for program managers and staff to learn to properly manage paper records, electronic records, and e-mail without leaving the office. This short course provides a practical guide to policies, procedures, and legal requirements for managing program information as well as explaining agency records retention schedules.



### **Our Workshops...**

NARA's records management workshops are designed to train Federal managers and staff in standard records management practices. Our workshops, which are offered at little or no cost to your agency, focus on Federal and agency requirements.

### **To register:**

**Create an account on our Learning Management System, <http://nara.learn.com>.**

***Questions? Please call us at (206) 336-5115.***