

Records Management Training: WHAT'S NEW

BRIDG Meeting
October 31, 2007



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NARA records management training news

- NARA's National RM Training Program reflects new directions in Federal records management
- ensures that NARA training is consistent in content and quality—15 courses in over 50 locations
- fosters an improved level of professionalism in those managing Federal records
- The Federal Records Management Training Certificate provides a coherent professional foundation for practice

NARA records management training: LMS

- New nationwide Learning Management System was launched as portal for NARA training in October, 2006
- E-commerce functionality coming in FY 2008

<http://nara.learn.com/recordsmanagement-training>

Evaluation of certificate program

- Purpose: to assess the results of training on agency RM activity
- Questions:
 - Have employees used the skills and knowledge learned in courses? Do employees and supervisors perceive the Certificate of value to their performance?
- FY 2006 – 275 awardees
FY 2007 – 267 awardees

Evaluation *Cont.*

- Surveyed two groups of participants (Completers and non-Completers) and two groups of supervisors in March 2007
- Items elicited reports of specific RM behaviors (from course objectives)
- Other items asked for perceptions about the Certificate and related abilities
- Response rate of 75.3 % for Completers and 71.2 % for their supervisors

Evaluation *Cont.*

- Over 80% of Completers active in:
 - determining record-keeping requirements
 - gathering information for efficient filing
 - identifying strategies for satisfying requirements
 - applying GRS schedules
 - interpreting disposition instructions
 - determining transfer to off-site
 - marketing/promoting RM program

Evaluation *Cont.*

- 60% of Completers active in some “less traditional” RM activities—e.g., risk analysis and mitigation, training
- Completers report more activity in “less traditional” areas than non-Completers
- Completers gave significantly higher rating to *value of Certificate; confidence in their job performance; and ability to help others.* Supervisors concurred.

Evaluation *Cont.*

- Completers showed a pattern of high engagement in RM activities and positive perceptions about their abilities
- Recommendations include some specific revisions to KA 3, 5, and 6
- Report summary and survey instruments will be available at NARA's website in November
- Impact evaluation will be repeated on alternating years

NARA records management training: WBT

■ Records Management for Everyone

- self-paced, web-based introduction to RM
- at <http://nara.learn.com/recordsmanagement-training>
- in CD format, free on request, may be duplicated
- courseware that may be put on your own agency LMS or website.
- agency “kit” that includes LMS version, 508 compliant version, CD format, source code, and link to assistance, is coming in November !

NARA records management training: VILT

- Use of new Web-based format – instructor-led virtual instruction
 - weekly webinars
 - immediate application to workplace records management
 - weekly discussion forums
 - easy download of materials

NARA records management training: new courses

- **Records Emergency Planning and Response (one day)**
 - Vital Records is pre-requisite course
 - provides explicit guidance
 - includes hands-on experience
- **Emergency Planning and Response for Vital Records and Essential Information (two days)**
 - combines the Vital Records course with the Records Emergency course

NARA records management training: new courses

- ❑ **Basic Electronic Records Management (two days)**
 - for experienced records staff
 - prepares staff for transition from paper to electronic
 - introduces basic terms, concepts and processes

- ❑ **Managing Classified Records – *coming in FY 2008***

- ❑ **Certificate Refresher (ERA) – *coming in FY 2008***

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