

Dear Conference Participant:

Welcome to the 4th Annual Office of the Special Trustee for American Indians (OST) National Records Management Conference.

Once again we are gathering at the National Indian Programs Training Center (NIPTC) in Albuquerque, NM, on June 6-9, 2010. The conference theme this year is **“Adopting Records Solutions for a Better Future”**.

We will present our popular core training topics such as Basic Records Management, Vital Records, Electronic Records, Records Move Request and Files Plans. Other topics include: Records Schedules, Trust Fundamentals, Site Assessments, Off-Site Storage Tips, and more. Our pre-conference workshops will be presented on June 6th which will include hands-on activities such as: Records Schedules, Files Plans, File Folder Labels, and Records Move Requests. This will be a great time to network with other colleagues and meet the Office of Trust Records (OTR) staff and management personally. We are planning to invite guest speakers that will inspire and encourage you. Your work in records management is fundamental to preserving and maintaining Indian history, culture, language, and tradition. Stay tuned for more information.

A few things to keep in mind as you make your plans to attend our conference:

REGISTRATION

- Conference registration is on a first-come first-served basis. There is no registration fee so act fast!
- Registrations through DOI Learn must be completed by no later than close of business **Friday, May 27, 2011**.

TRAVEL

- Conference participants are responsible for travel expenses.
- You may make hotel reservations at Holiday Inn Express, 2300 12th Street NW, Albuquerque, NM 87104. The hotel is located adjacent to NIPTC. A block of rooms have been reserved under group code: OST. To make reservations, go directly to the Holiday Inn web site at hiexpress.com/albuquerque or call 1-888-HOLIDAY. See next page for additional hotel listings and transportation information.

ATTENDANCE/CANCELLATION CONFIRMATION

- Call (505) 816-1620 or send an email to OST_RM_Conference@ost.doi.gov by Friday, May 27th, to confirm/cancel your attendance.
- “Check In” for the conference will begin on Monday, June 6, 2011, from 11:00-4:00pm.

QUESTIONS

- For more information contact your local Regional Records Liaison or call the Office of Trust Records at (505) 816-1620 or email us at OST_RM_Conference@ost.doi.gov.

Sincerely,

The Records Management Conference Committee

HOTEL & TRANSPORTATION LISTING

HOTELS

(distance is approximate from NITPC)

Best Western Rio Grande
1015 Rio Grande NW
(505) 843-9500

Approximately 1.35 miles

Quality Inn & Suites
411 McKnight Ave NW
(505) 242-5228

Approximately 1 mile

Hilton Albuquerque
1901 University NE
(505) 884-2500

Approximately 2.5 miles

Park Plaza Hotel
2500 Carlisle NE
(505) 888-3311

Approximately 3.45 miles

MCM Elegante
2020 Menaul NE
(505) 884-2511

Approximately 2.52 miles

Fairfield Inn by Marriott
1760 Menaul NE
(505) 889-4000

Approximately 2.29 miles

Clubhouse Inn
1315 Menaul NE
(505) 345-0010

Approximately 2.42 miles

Candlewood Suites
3025 Menaul NE
(505) 888-3424

Approximately 3.19 miles

SHUTTLE & TAXI SERVICES

Airport Shuttle
(505) 765-1234

Albuquerque Cab
(505) 843-4888

Checker Taxi
(505) 253-7777

Yellow Cab
(505) 247-8888

4th ANNUAL OST NATIONAL RECORDS MANAGEMENT CONFERENCE



JUNE 6 - 9, 2011

“Adopting Records Solutions for a Better Future”

The Office of Trust Records (OTR) is presenting Records Management hands-on workshops and various educational sessions.

PRE-CONFERENCE SESSIONS ON JUNE 6th

DOI LEARN CLASS: OST-2011-0606-NIPTC

- Records Schedules
- Files Plans
- File Folder Labels
- Records Move Requests

Registration opens at 1:00 pm.

The Pre-Conference Sessions begin at 1:30 pm.

RECORDS MANAGEMENT CONFERENCE

SESSIONS: JUNE 7th THRU 9th

DOI LEARN CLASS: OST-2011-0607-NIPTC

- Trust Fundamentals
- IT Security
- Managing Records Management
- Site Assessments
- Technical Assistance (New)
- Records Management for Tribal Programs (New)
- Off-Site Storage Tips (New).....and more
- Guest Speakers

Conference Location:

NATIONAL INDIAN PROGRAMS TRAINING CENTER
1011 Indian School Road NW, Suite 254,
Albuquerque, New Mexico 87104

SIGN UP EARLY!

Federal employees will need to register on-line through DOI Learn at <http://www.doi.gov/doilearn/index.cfm>, search for “Records Management Conference” and select **OST-2011-0606-NIPTC**, for the Pre-Conference Sessions and/or **OST-2011-0607-NIPTC** for the Main Conference.

For further information, please contact The Office of Trust Records at (505) 816-1620 or send an email to OST_RM_Conference@ost.doi.gov.

REGISTRATION DEADLINE IS FRIDAY, MAY 27, 2011