

**Records Management Training
UVA Records Management Office
Fall 2009 Schedule**

Registration is available through the University Human Resources Training and Professional Development Office: <http://www.hrs.virginia.edu/career/dot/offering.html>. Contact the University Records Management Office (records@virginia.edu or 3-9162) for more information.

RECORDS MANAGEMENT I (AN INTRODUCTION) (1 hour) – 50 people

September 3, 2009 (9:30 – 10:30 a.m.) ~~South Meeting Room~~ Commonwealth Room, Newcomb Hall

Learn the basics of the Virginia Public Records Law and the policies on records at the University of Virginia. Includes review of Virginia Public Records Act, management of paper and electronic records, resources available for compliance, and how the Records Management Office can assist you with your records needs. **(Recommended for all faculty and staff)**

PILES OF FILES? ORGANIZING YOUR RECORDS (90 min) – 100 people

September 16, 2009 (2 p.m. – 3:30 p.m.) Room 1005, Jordan Hall

Not sure how to organize your paper and/or electronic files? Learn about strategies for developing a filing system that works for you. Includes information about inventories, analysis of your filing system, organization strategies, storage concerns and management, and organizing electronic records.

RECORDS MANAGEMENT II (IN DETAIL) (2 hours) – 50 people

September 24, 2009 (9 a.m. – 11 a.m.) Commonwealth Room, Newcomb Hall

Get more detailed information on records management requirements, processes and laws. Includes review of the Freedom of Information Act, transferring records to University Archives/Special Collections, step by step review of retentions of the most common records series in each office, as well as plenty of time for your specific records series retention questions. **(Recommended for Records Coordinators and Administrators)**

EMAIL MANAGEMENT (90 min) – 50 people

September 29, 2009 (9 a.m. – 10:30 a.m.) Commonwealth Room, Newcomb Hall

Too much email in your in-box? Not sure what to keep and what to trash? Come to this workshop and learn about email as a public record, email deletion, appropriate content for email distribution, handling attachments, and avoiding email clutter. **(Recommended for all faculty and staff)**

ELECTRONIC RECORDS MANAGEMENT (90 min) – 100 people

October 8, 2009 (2 p.m. – 3:30 p.m.) Room 1005, Jordan Hall

Learn about electronic records management in conjunction with the Virginia Public Records Act. Includes overview of the complexities surrounding life-span of electronic records, how to organize your electronic records and issues about long term storage and secure destruction of electronic records.

RECORDS MANAGEMENT I (AN INTRODUCTION) (1 hour) – 50 people

October 29, 2009 (9:30 a.m. – 10:30 a.m.) Room 168, Newcomb Hall

Learn the basics of the Virginia Public Records Law and the policies on records at the University of Virginia. Includes review of Virginia Public Records Act, management of paper and electronic records, resources available for compliance, and how the Records Management Office can assist you with your records needs. **(Recommended for all faculty and staff)**

PILES OF FILES? ORGANIZING YOUR RECORDS (90 min) – 50 people

November 4, 2009 (9 a.m. – 10:30 a.m.) Commonwealth Room, Newcomb Hall

Not sure how to organize your paper and/or electronic files? Learn about strategies for developing a filing system that works for you. Includes information about inventories, analysis of your filing system, organization strategies, storage concerns and management, and organizing electronic records.

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RECORDS MANAGEMENT II (IN DETAIL) (2 hours) – 100 people

November 10, 2009 (2 p.m. – 4 p.m.) Room 1005, Jordan Hall

Get more detailed information on records management requirements, processes and laws. Includes review of the Freedom of Information Act, transferring records to University Archives/Special Collections, step by step review of retentions of the most common records series in each office, as well as plenty of time for your specific records series retention questions. **(Recommended for Records Coordinators and Administrators)**

EMAIL MANAGEMENT (90 min) – 50 people

November 18, 2009 (9 a.m. – 10:30 a.m.) Commonwealth Room, Newcomb Hall

Too much email in your in-box? Not sure what to keep and what to trash? Come to this workshop and learn about email as a public record, email deletion, appropriate content for email distribution, handling attachments, and avoiding email clutter. **(Recommended for all faculty and staff)**

GOING PAPERLESS? PLANNING A DIGITAL IMAGING PROJECT (90 min) – 50 people

December 2, 2009 (9 a.m. – 10:30 a.m.) Commonwealth Room, Newcomb Hall

Planning to go paperless in your office? Before you do, attend this workshop on digital imaging. Includes information about benefits and key concepts of digital imaging, planning process elements, legal, risk management and records management concerns, indexing and labeling, budget issues, technology assessment and selections.

PERSONAL RECORDS MANAGEMENT (90 min) – 50 people

December 17, 2009 (9:00 a.m. – 10:30 a.m.) Commonwealth Room, Newcomb Hall

Not sure how long to keep those receipts, or the statements from your credit cards? This workshop provides suggested retentions for your personal records including tax forms, receipts, statements and bills. Also learn about preservation of personal electronic records to last as long as you need them, and preserving digital photographs so they can be enjoyed by your family for generations.