

**Records Management Training
UVA Records Management Office
Spring 2012 Schedule
(Limite of 40 attendees per class)**

RECORDS MANAGEMENT for ALL (2 hours)

Tuesday, February 7 2012 (9:30-11:30), South Meeting Room, Newcomb Hall

Don't see a specific records management training for your work??? But still want to know what you records to keep and when to destroy?? The Records Management Office can help with this general training session about the management of University records. Learn or review the basics of the Virginia Public Records Law and the policies on records management at the University of Virginia. This session will review specific retentions for the records you manage, as well as procedures for print reduction and use of electronic records, and how to manage your storage space. Also see the basics for using URMA (University Records Management Application) to track your records for retention and location. **(Recommended for all University personnel in areas not covered by a specific RM for training)**

RECORDS MANAGEMENT for FINANCE/FISCAL ADMIN (2 hours)

February 21, 2012 (9:30 -11:30), Commonwealth Room, Newcomb Hall

Do you work in fiscal administration or with University financial records??? Not sure what you need to keep and what to destroy?? The Records Management Office can help with this focused training session. Learn or review the basics of the Virginia Public Records Law and the policies on records management at the University of Virginia. This session includes review of specific retentions for fiscal records, procedures for reducing printing and use of electronic records, and how to manage your storage space. Also see the basics of using URMA (University Records Management Application) to track your records for retention and location. **(Recommended for all fiscal administrators, techs and financial services personnel)**

URMA for ALL (University Records Management Application) (90 min)

February 28, 2012, (9:30-11:30), South Meeting Room, Newcomb Hall

If you've already attended an introductory Records Management class and would like to know more about using URMA (University Records Management Application) this is the training for you. This class will cover identifying Records Coordinators and Administrators, as well as using URMA for inventorying records in your office and a sneak peek at the electronic future of Certificates of Records Destruction. **(Recommended for all faculty and staff)**

PAPERLESS OFFICE?? ELECTRONIC RECORDS MANAGEMENT (2 hours)

March 13, 2012, (9:30-11:30), South Meeting Room, Newcomb Hall

Would you like to work in a paperless office?? Come to this class to learn about your responsibilities in managing electronic information. Included is a review of the state requirements for electronic information, UVA policies, scanning of paper records, and long term storage of electronic information.

RECORDS MANAGEMENT for RESEARCH (2 hours)

March 27,2012, (9:30-11:30), South Meeting Room, Newcomb Hall

Do you work with sponsored programs??? Not sure what you records to keep and when to destroy?? The Records Management Office can help with this focused training session about the management of research related records. Learn or review the basics of the Virginia Public Records Law and the policies on records management at the University of Virginia. This session includes review of specific retentions for research records (including data sets, data collection instruments, proposals and financial records); as well as procedures for print reduction and use of electronic records, and how to manage your storage space. Also see the basics for using URMA (University Records Management Application) to track your records for retention and location. **(Recommended for all research administrators, lab managers and financial services personnel; Clinical Trial Coordinators please attend training through the Clinical Trials Office)**

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URMA for RESEARCH (University Records Management Application) (2 hours)

April 5, 2012, (2:00-4:00), South Meeting Room, Newcomb Hall

If you've already attended an introductory Records Management class and you're involved with research records, this is the training for you. This class will cover the basic use of URMA as well as the changes implemented in July that directly affect the input of information for research-based records. **(Recommended for all research administrators, lab managers and financial services personnel; Clinical Trial Coordinators please attend training through the Clinical Trials Office)**

EMAIL MANAGEMENT (2 hours)

May 1, 2012, (9:30-11:30), South Meeting Room, Newcomb Hall

Too much email in your in-box? Not sure what to keep and what to trash? Not sure how to use your email client (Outlook) or want to learn some tips and tricks to better manage the flood of email?? Come to this training to 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)**

PERSONAL RECORDS MANAGEMENT (2 hours)

June 7, 2012, (9:30-11:30), South Meeting 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.