



RECORDS AND INFORMATION MANAGEMENT

Delaware Public Archives

This is the third course in the Delaware Public Archives (Archives) Records and Information Management program series. It is designed to build upon the information provided in the Files Management and the Preparation of Records for Transfer to the DPA courses. This course is recommended for all agency Records Officers and Authorized Agents to obtain better knowledge and control of their records management responsibilities.

The morning session focuses on the benefits of proper records management, the services provided by the Government Services section, the use of retention schedules, and the process of making changes to a records series.

The afternoon session will discuss electronic records, technological maintenance requirements, their life cycles, and retention periods. Topics will include types of media, naming conventions, metadata, data security, and Archives' electronic records policies and guidelines. Additional discussion will focus on electronic mail, its function, characteristics, risks, retention, and the concept of TRAP (Transitory, Retention, Administrative, and Permanent).

Each class is scheduled from 9:00am - 3:00pm.

(Class size is limited)

Date: Thursday, April 11, 2019
Thursday, April 25, 2019
Thursday, October 24, 2019 (changed from October 17)
Thursday, October 31, 2019

Location: Delaware Public Archives (Delaware Room)
Address: 121 Martin Luther King Jr. Blvd North, Dover, DE 19901
Map Link: <https://www.google.com/maps/@39.1580111,-75.5207573,18z>

While there is no cost to attend, registration is required. Registration for this course is managed by the Department of Human Resources, Statewide Training and Development. To register for this session, please select the following link: <https://dhr.delaware.gov/training/>

Please note: registrants will be notified by the Delaware Learning Center via email of any scheduling changes.

If you have any questions or need additional information, you may contact Kit Carson at (302) 744-5021 or rodney.carson@state.de.us