

Records Management for Public Managers

Learn the essentials of managing critical information in your organization

When: February 15, 2022

Where: Virtual, via Zoom

Public managers understand that records are critical to an organization's success. Through class discussions, practical simulation, demonstrations, and handouts, you discover what records are and are not, how to conduct a records inventory, and how to set up a records management program for your agency. Other topics include electronic records, retention scheduling, and records law. This class costs \$225.

By the end of this class, you should be able to:

1. Identify what records are, what are not records, vital records and electronic records.
2. Identify how to conduct a records inventory and records analysis.
3. Define a record series and learn how to develop retention schedules.
4. Identify how to develop a disaster recovery plan for records and record recovery.
5. Identify and explain record laws and how they affect records management.

Instructor: Abbie Norderhaug (MLIS, UW-Madison) is the assistant state archivist at the Wisconsin Historical Society, leading a team responsible collecting and making available state and local government records. Abbie is a two term ARMA Madison board member.

Testimonials:

"Timely info about establishing policies and systems to migrate to electronic records due to telecommuting."

"The instructor was incredibly knowledgeable about this topic. The activities were well-planned out and appropriately spaced throughout the day."

"Especially as we adapt to virtual/remote work, records retention is an area to review for nearly all of our work because of accessibility. The overview as to basic ideas to update in our own email and file saving were great tips to start."

Register at: <https://localgovernment.extension.wisc.edu/cpm-public-courses>



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