



## **Records Management for NOAA's Professional Staff**

This 1 hour class is intended for staff who create and receive Federal records as part of their work for NOAA. It is a high-level view of Federal Records Management responsibilities of all staff and managers, followed by a series of "how to" steps at a desktop level that will help staff quickly address the organization of an unmanaged collection of paper and electronic files.

The class is presented the 2nd Wednesday of each month in Room 9836 SSMC3 from 10-11 AM.

## **Basic Records Management for Administrative Support Staff**

This 3 hour class is intended for the staff who manage records for a work unit, a records custodial unit, or a program office. The audience will be staff who have responsibilities for management of records through the records lifecycle from creation and use to disposition. The course focuses on the tasks of conducting a records inventory, creating a file plan, reading a schedule, transferring and storing records, and a short introduction in electronic records management issues.

The class is presented the 2nd Wednesday of each month in Room 10836 SSMC3 from 1-4 PM.

## **Electronic Mail Records Management for NOAA Staff**

This 1 hour class is intended for NOAA staff who create and receive e-mail records. It is a high-level view of Federal Records Management responsibilities of all staff, followed by a series of "how to" steps at a desktop level that will help staff quickly address the most frequently asked questions in organizing an unmanaged collection of email and email attachments.

The class is presented the 2nd Tuesday of each month beginning in October in Room 10836 SSMC3 from 12:30 to 1:30PM.

To register and confirm the location for a class, for additional information about these classes, or to arrange training tailored to your particular Line or Staff Office needs, please contact the NOAA Records Officer, Pat Erdenberger via email: [patricia.erdenberger@noaa.gov](mailto:patricia.erdenberger@noaa.gov)