



National Archives and Records Administration
Pacific Alaska Region
6125 Sand Point Way NE
Seattle, WA 98115-7999

National Archives and Records Administration

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Fiscal Year 2011 Training Schedule

We will no longer be sending out paper copies of training-related announcements.

If you are not currently receiving e-mail announcements from us and would like to, e-mail us at seattle.workshops@nara.gov with your name, phone number, and 'Subscribe' in the subject line.

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www.archives.gov/pacific-alaska/seattle/

FY 2011 RECORDS MANAGEMENT TRAINING SCHEDULE

Records Transfer and Reference Services is a half-day workshop. With the exception of web-based training, all our other workshops are conducted from 8:30 am to 4:30 pm, unless otherwise noted.

Our workshops are generally held in Federal office buildings. Please make sure you bring a picture ID.

Attendees are responsible for travel, lunch, and parking arrangements. Parking fees vary depending on the city.

We will make every effort to ensure our workshops are accessible to all participants. Please indicate your specific needs when registering.

Cancellations and substitutions are permitted before the workshop. Agencies are billed if cancellations or substitutions are not made.

We reserve the right to cancel a workshop due to low registration.

NARA also provides on-site "tailored" workshops. Tailored workshops integrate sections of our standard workshops with information suitable to your agency's unique records management concerns and your time constraints.

For more information, please contact us at (206) 336-5115 or: seattle.workshops@nara.gov.

Basic Records Operations

This workshop helps Federal agency staff properly manage paper records, electronic records, and e-mail. Federal records management laws, NARA regulations, and agency records retention schedules are explained. Attendees will learn how to distinguish records from non-records, create adequate documentation and filing systems, and dispose of records no longer needed for current agency business. **Fee: \$150**

Portland November 2, 2010
Anchorage December 9, 2010
Seattle (NARA) December 14, 2010
Honolulu February 9, 2011
Portland April 5, 2011
Seattle (Downtown) June 14, 2011

Records Transfer and Reference Services

This half-day workshop provides instructions for retiring records to, and accessing records from, NARA's Pacific Alaska Region Federal Records Center. **Free**

Portland November 5, 2010
Boise November 18, 2010
Seattle (NARA) December 15, 2010
Honolulu February 8, 2011
Anchorage March 17, 2011
Portland April 6, 2011
Seattle (Downtown) June 15, 2011

Creating and Maintaining Agency Business Information (KA2)*

What are Federal records management requirements, how are they applied to agency records, and why are they important? Find the answers to these important questions and their application to everyday challenges in managing Federal information. **Fee: \$300**

Anchorage February 9-10, 2011
Boise March 22-23, 2011

***Required class for NARA's records management certification program.**

Records Scheduling (KA3)*

What do you do with information and records that you no longer need for business purposes? How you schedule your records determines the basis for meeting your agency's operating, fiscal, and legal needs. Find out the legal requirements and practical advantages in scheduling records and the disposition practices necessary to meet an agency's business needs and NARA's recordkeeping requirements. **Fee: \$300**
Boise November 16-17, 2010

Records Schedule Implementation (KA4)*

Using a records retention schedule or records manual is easier than you think. This course provides an overview of how to apply the General Records Schedules and other NARA-approved records schedules to Federal agency records. It covers the destruction of temporary records, transfer of records to off-site storage, and the transfer of permanent records to the National Archives. **Fee: \$300**
Honolulu February 10-11, 2011
Boise March 24-25, 2011
Portland November 3-4, 2010

Asset and Risk Management (KA5)*

Are records valuable assets to your agency business process? Of course! This class covers the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program. The course raises awareness of risk situations and provides managers with the decision-making tools they need to address current and future program needs. **Fee: \$300**
Seattle (NARA) May 17-18, 2011

Records Management Program Development (KA6)*

A Federal records management program has many layers. Learn the concepts and practices involved in assessing an effective records management program, publicizing and promoting that program within a Federal agency, and training employees in the basics of records management. **Fee: \$150**
Anchorage March 16, 2011
Seattle (NARA) May 19, 2011

Emergency Planning and Response for Vital Records and Essential Information

What are your records responsibilities in an emergency or disaster? This course provides the knowledge and skills required to identify, protect, and make readily available the vital records needed during a disaster or emergency and to support the resumption of critical business functions after a disaster. Preparing a records emergency action plan, records disaster mitigation, as well as records salvage and recovery are all covered in this workshop. Includes a hands-on mock records disaster salvage exercise. This course targets individuals with records responsibilities, managers, staff, and is applicable to tribal-, state-, and local-government employees as well. **Fee: \$300**
Juneau May 3-4, 2011

Recordkeeping: A Program Manager's Survival Guide (Computer-based training)

With interactive presentations and chat room discussions, this webinar is a great way for program managers and staff to learn to properly manage paper records, electronic records, and e-mail without leaving the office. This short course provides a practical guide to policies, procedures, and legal requirements for managing program information as well as explaining agency records retention schedules. **Free**

Dates: January 12-13, 2011
(Continental U.S.)
Time 10:00 am – 12:00 pm (Two 2-hour sessions)

Dates: April 13-14, 2011 *(Pacific Islands)*
Time 10:00 am – 12:00 pm (Two 2-hour sessions)

Fee: \$300

To register, please go to:
nara.learn.com/recordsmanagement-training.

For more information on NARA's certification program please go to:
www.archives.gov/records-mgmt/training/certification.html.