



THE ROCKY MOUNTAIN RECORD


National Archives & Records Administration


Columbine – Colorado State Flower
Photo by Naomi Mathews


How NARA's Certification of Federal Records Management Training Program Works


SPECIAL POINTS OF INTEREST:


- RACO WEST
Seattle Washington
June 28, 2005
(see pg 2)
- Denver FRC has space!
- Certification in Federal Records Management
- 14 Certification Facts!
- Workshop Schedule (see pg 4)


 NARA's Certificate of Federal Records Management Training deals with Federal records management policies and procedures. It is not designed to replicate any existing records management certification program (such as the CRM, CA, etc.)

 You take a test after completing each class, which is made up of one or more "modules" (self-contained units of instruction) upon which the tests are based. Upon the successful completion of the five tests for all of the approximately 40 modules in NARA's training program, an individual will be presented with a completion certificate signed by the Archivist of the United States.


 Completion of the program is voluntary. Anyone who is currently eligible to take NARA's records management training classes is eligible to participate in the Certification of Federal Records Management Training Program.


 Certification modules have been incorporated into NARA records management training classes that are offered in all NARA regions and at NARA Headquarters in College Park, MD. Visit the NARA Web site at www.archives.gov.


 There is no additional cost for the certification testing; it is covered in the cost of the training itself.


 Currently, tests are administered via E-mail. Course rosters containing E-mail addresses of students who have successfully completed individual courses are submitted to the NARA test administrator


by NARA trainers. Tests are then E-mailed to those students who wish to certify; tests are then returned to **NARA.RecordsMgtTraining@nara.gov** for grading. Tests can also be furnished via FAX if you do not have a working E-mail account.

 In the future, the tests will be administered via the Internet.

 You may take the test at anytime after completing the class. It is strongly recommended, however, that you take the test within one to two weeks after class completion. Tests are "open book."

 You will be provided feedback on the accuracy of your test answers and will be informed once you have completed the test if you have passed.

 You may retake the test without retaking the relevant class.

 When you have successfully completed all tests, the final certificate of completion will be sent to you within one month.

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RACO WEST 2005 SEATTLE WASHINGTON

RACO WEST 2005

RECORDS
ADMINISTRATION
CONFERENCE

THE NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION

Seattle, Washington

June 28, 2005

8:30 am - 4:00 pm

Register now to attend
RACO West 2005 in
Seattle!

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RACO West 2005 in Seattle!

Hosted by the National Archives and Records Administration-Pacific Alaska Region, expert speakers will present *Challenges and Changes in Electronic Records Management* and provide the latest updates in the records management field. RACO West 2005 will provide a professional training opportunity for Federal records officers, records management professionals, information managers, and information technology professionals. Proposed records management topics will include:

- *Electronic Records Management at NARA Today*: NARA Records Management Staff
- *Implementing an In-house Electronic Records Management System*: Bonneville Power Administration
- *We Are All in This Together: Common Electronic Records Challenges Across Governments*: Washington State Archives; Fish & Wildlife Service; NARA Staff
- *Meeting The Challenges: NARA/Agency Records Management Partnerships*: Bureau of Land Management, Oregon State Office; FEMA; NARA Staff
- *Meeting the Electronic Records Management Challenge Today and Tomorrow*: NARA Records Management Staff

Conference

Registration Fee:
\$150.00 per person
(includes lunch and
break refreshments)

Conference

Location:

Sheraton Seattle Hotel & Towers
1400 Sixth Avenue
Seattle, Washington
98101
(206) 621-9000

WHAT IS A RECORD GROUP NUMBER?

Arranging the huge volume of records that have been collected in the National Archives since 1934 is a tremendous task. Our archival holdings in Washington and around the country consist of:

- 2.9 million cubic feet of original textual materials, or 8 billion pieces of paper from the executive, legislative, and judicial branches;
- 93,000 motion picture films;
- 5 million maps, charts, and architectural drawings;
- 207,000 sound and video recordings;
- 18 million aerial photographs;
- 35 million still pictures and posters;
- electronic records comprising about 4 billion logical data records.

regions throughout the United States, has total holdings of over 24 million cubic feet of records for nearly 400 Federal agency customers.

One of the ways that NARA is able to intellectually control this vast number of records in its FRCs and archival repositories is to use a tool called a “**Record Group**” or “**RG**” number. RG numbers are primarily an archival tool used to identify and manage records based on their organizational origins. NARA arranges its holdings according to the archival principle of provenance. This principle provides that records be (1) attributed to the agency that created or maintained them and (2) arranged as they were filed when in active use. In the National Archives, application of the principle of provenance takes the form of numbered record groups, with each record group



The Federal Records Center (FRC) system, consisting of 17 facilities in 9

(Continued on page 4....)

NARA DENVER HAS SPACE FOR RECORDS TRANSFERS!

Do you want your next performance evaluation to include that you saved your agency \$\$\$?

Employers covet those employees that add to the bottom line. With frugal records management practices, not only will you contribute to the bottom line, you will be viewed as adding value to your organization.

The Rocky Mountain Region has recently increased its space to store your agency's records. We stand ready to serve your needs and provide you with quality cost-effective storage and retrieval!



NARA's Rocky Mountain Region
Building 48
Denver Federal Center
West 6th Avenue & Kipling Street
Denver CO 80225

For More Information:
Phone: 303-407-5700
Fax: 303-407-5707

The Benefits of Obtaining a Certificate?

Participation in the Certification of Federal Records Management Training Program is voluntary but very valuable. Obtaining a NARA Certificate can:

- Boost your credibility among Agency Heads and co-workers.
- Improve effectiveness of Federal records management

- Give NARA the ability to better assess the effectiveness of its training program.
- Raise awareness of the importance of records management in the Federal Government
- Give NARA and Federal records professionals a set of benchmarks to gauge their professional development

SUMMARY: *Effective records management is vital to the efficient running of your agency's daily operations. It is also the essential tool which underpins your agency's legal and regulatory compliance.*

"Without records, we have no history, we have no past,"

*...Allen Weinstein,
Archivist of the United States*

TO RECEIVE YOUR CERTIFICATE

Take the Courses Checked Below and Pass Exams for Knowledge Areas 2-6

- ✓ KA 2 Creating and Maintaining Agency Business Information (2 day course)
- ✓ KA 3 Records Scheduling (2 day course)
- ✓ KA 4 Records Schedule Implementation (2 day course)

- ✓ KA 5 Asset and Risk Management (2 day course)
- ✓ KA 6 Records Management Program Development (1 day course)

(Continued from page 2....) comprising the records of a major government entity, usually a bureau or an independent agency. Most record groups include records of any predecessors of the organization named in the title of the record group. For example, the records of the "Philippine War Damage Commission", which existed only from 1945-51, are under RG 268. RG 030 stands for the Bureau of Public Roads, which, in 1966, became the Federal Highway Administration (RG 406). Researchers can provide NARA with record group numbers to help narrow down the scope of their research for archival records.

But RG numbers are also assigned to modern agencies that generate records that are transferred to FRCs. For example, the Internal Revenue Service

is assigned to RG 058, Federal Bureau of Investigation to RG 065, and even NARA is assigned its own RG number (064). Those who have prepared boxes and paperwork to ship their records to FRCs, are familiar with this number. RG numbers are used in common records management paperwork and forms familiar to agency records managers and coordinators; the SF-135 Records Transmittal and Receipt, the SF-258 Agreement to Transfer Records to NARA, OF-11 Reference Request, NA 13011 Notice of Eligibility for Disposal. Think of the utility of RG numbers: it is certainly easier to write a three-digit number on an FRC box than to write out the full name of your agency on every container of a 100-box transfer. (Try writing "Animal and Plant Health Inspection Service that many times!")

A list of Record Group numbers (arranged alphabetically by Agency Name) can be found on the NARA website at :

http://www.archives.gov/research_room/getting_started/research_by_organization.html#exec.

The title of the record group includes the name of the agency responsible for creating or receiving the records in the record group. If you cannot locate your agency RG number on this list, you can contact the Rocky Mountain Region Federal Records Center Program at (303) 407-5767.



Colorado Rocky Mountain Region by Naomi Mathews (Lanao2@aol.com)

Upcoming Workshops!

Records Schedule Implementation *
 Knowledge Area 4 (\$300.00)
 June 22-23, 2005, Albuquerque, NM



Asset & Risk Management *
 Knowledge Area 5 (\$300.00)
 July 12-13, 2005, Denver, CO



Records Management & Program Development *
 Knowledge Area 6 (\$150.00)
 July 28, 2005, Albuquerque, NM



Disaster Preparedness & Response (\$150.00)
 July 14, 2005, Denver, CO



* Certification Course

We're on the Web!
http://www.archives.gov/records_management/training/training.html