



# Comprehensive Records Management *Training*

## Certificate of Federal Records Management Courses

### **Knowledge Area Two [KA 2]**

Creating and Maintaining Agency Business Information

### **Knowledge Area Three [KA 3]**

Records Scheduling

### **Knowledge Area Four [KA 4]**

Records Schedule Implementation

### **Knowledge Area Five [KA 5]**

Asset and Risk Management

### **Knowledge Area Six [KA 6]**

Records Management Program Development managers.



NARA's Records Management Training Program provides innovative, comprehensive, and cost-effective records management courses that prepare Federal Agency Records Officers (AROs) and records professionals to handle the large amounts of information collected by Federal agencies to accomplish their missions.

Training is delivered at NARA regional facilities, NARA Washington, DC, area facilities, other locations across the country, and online.

Agencies may also request training be conducted on-site.

## JOIN US

Visit the NARA Learning Center for course lengths, dates, locations, and costs at <https://nara.csod.com>

For additional inquires, contact us at [RMT1@nara.gov](mailto:RMT1@nara.gov)



Records Management Training program

## Records Management Training for today's Federal workforce

Improve efficiency, effectiveness, and productivity through effective management of your agency's information.



## Certificate of Federal Records Management Training

### Description

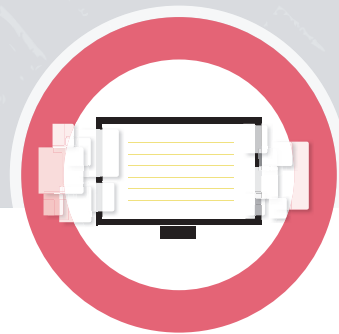
Participants will learn the knowledge and skills necessary to be a successful Federal Agency Records Officer (AROs). Individuals who successfully complete Knowledge Area courses 2-6 and pass exams will earn a certificate, signed by the Archivist of the United States.

### Benefits

Career building - increase your expertise as a records management professional.

Compliance – get your agency aligned with Federal records management guidelines and requirements.

Networking – share best practices and build relationships with other AROs or Agency Records Officers.



## Specialized Online Courses

### \*Basic Records Operations

Learn how and what to file, how to remove files no longer needed for business, and other practical applications in handling records.

### \*Vital Business Information

Learn the knowledge and skills required to identify, protect, and make vital records available to support the resumption of critical business functions after a disaster.

### Sustainable Formats and Permanent Electronic Records

Learn the knowledge needed to make decisions and plans for the creation, management, and disposition of permanent electronic Federal records.

\*Agencies may request these courses conducted as face to face training rather than online.



## Specialized Topic Courses

### Electronic Records Management

Learn the skills and knowledge needed to manage electronic records throughout the record's lifecycle and take steps required to transition from a paper to an electronic records environment.

### Managing the Lifecycle of National Security Information

Improve the management of classified records by integrating records management, information security, and declassification concepts into classified environments.

### The Case for Records Management: Issues for Federal Agency Counsel

Learn how good recordkeeping practices can prevent litigation and risks to agency information. This half-day course discusses issues related to discovery, records retention, legal holds and electronic information.