



2014 - 1st Quarter

Records Management Training Opportunities

By Willie Jones, UM Records Management Analyst

Did you know that Records Management offers training in the areas of use and services that it is involved with?

For instance, Records Management offered a training on January 22nd called "How to Use the Records Center A-Z". In this training, Attendees were introduced to procedures, supplies, transmittal forms, services, policies and had lots of time for questions and answers. So, if you have ever thought of using the Records Center, but wasn't sure just how it all worked, a session like this is for you.

We not only offer such trainings in our facility, but we can also come to your location. For example, in February our team will be offering our Records Management training at UMSL in the College of Education Technology Learning Center located in Marillac Hall. This UM staff group is interested in knowing more about the importance of records management and records retention and dispositions. This is a great opportunity for us, and the part we most look forward to is the question and answer session that follows.

So, check out our website at <http://www.umsystem.edu/ums/fa/management/records/>. If you have a question or would like to talk to us about our services, we would welcome the chance to tell you or your group all about us. Records Management is here to serve you.



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