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RareBooksClub. Paperback. Book Condition: New. This item is printed on demand. Paperback. 170 pages. Original publisher: College Park, Md. : U. S. National Archives and Records Administration 2000 OCLC Number: (OCoLC)496801522 Subject: Records retention -- United States -- Handbooks, manuals, etc. Excerpt: . . . Program Promotion In working to develop and apply a comprehensive records schedule, the agency needs to promote and evaluate the overall records disposition program. Program promotion involves training employees, publicizing the program, helping develop and monitor electronic and other recordkeeping systems, and cultivating professional relationships inside and outside the agency. Training Proper training is an essential part of a records disposition program. Training should involve those agency personnel directly concerned with developing and applying schedules. These individuals include the agency records officer and staff, records liaison officers in central and field offices, and files custodians. NARAs introductory records disposition curriculum provides a basis for internal agency training. In addition, records officers and their staffs can keep current by participating in more advanced training offered by NARA. These training opportunities are provided by NARAs Office of Records Services-Washington, DC and the Office of Regional Records Services. These and other training opportunities are described on the NARA Records Management Programs training web page. Agencies should periodically brief supervisors and other employees on their records responsibilities, particularly those relating to records disposition. Audiovisual recordings of training and briefing sessions may also be useful, especially for remote locations or regional offices. Publicizing the Program Besides formal training courses and briefing sessions, other ways to publicize the records disposition program include: Agency Newsletters. These are a valuable way of informing employees about the program. 15 This item ships from La Vergne,TN. Paperback.



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