

Applying Information from the “Records Management for Everyone” Course

Training is only useful if you can apply it to your everyday responsibilities. Now that you have an idea of the importance of proper records management, what records are, and what is involved in the management cycle, it’s time to bring that knowledge into the real world.

This job aid is designed to help you:

- Identify your nearest help for records-related questions
- Identify the records and business information you handle most often
- Recognize possible problem areas in your recordkeeping
- Take action to address those problem areas

Step 1: Identify Where to Go for Help

Take a little time and identify the following people. Make some phone calls, send some e-mails. Somebody’s bound to know!

Your **Agency Records Officer**: _____

Telephone: _____ E-mail: _____

Office address: _____

For a complete list of Agency Records Officers, see

http://www.archives.gov/records_management/federal_agency_records_of_ficers/officers_lists.html

Your nearest **Records Liaison**: _____

Telephone: _____ E-mail: _____

Office address: _____

Your nearest **Records Custodian**: _____

Telephone: _____ E-mail: _____

Office address: _____

Step 2: Identify What’s on Your Plate

What are the five types of business information or Federal records you handle most often? (For example, personnel records, mission-critical documents, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

Step 3: Recognize Areas of Concern

What are your primary concerns related to those items you just identified? (For example, do you lack the personnel to handle recordkeeping? Do you lack space? Are you unclear about what should be kept and why?) This is not something that can be swept under the rug. Be honest!

1. _____

2. _____

3. _____

4. _____

Step 4: Take Action

Now that you know what you're dealing with and what some problem areas might be, take control of your recordkeeping. There are two things you can do:

1. *Find your agency's records schedule.* It should be somewhere nearby or on your agency's intranet where you can lay your hands on it. It's a good place to start.
2. *Call your nearest records professional.* There are people standing by who want to help. Contact your agency records officer, records liaison, or records custodian to discuss your concerns.
3. *Check NARA resources.* The NARA website has lots of useful records management guidance: http://www.archives.gov/records_management/.