Good morning, Unit Records Coordinators,

“For the Record” is a series of monthly communications that highlight a topic of interest and usefulness to your records management responsibilities.

This month, For the Record, we are reminding you of the upcoming Records Management Information Session.

This session will be held on Wednesday, Oct. 12, at 10 a.m., in the Prairie Rose Room of the Memorial Union. It will be repeated on Tuesday, Oct. 18, at 10 a.m., in the same location.

The agenda will include:
- updates on revisions to relevant NDSU policies
- a report of the FY2016 records disposal
- a review of the most recent updates to NDSU’s Records Management Website
- a demonstration of navigating the Records Retention Schedules used at NDSU, and the newly revised records disposal forms
- information and guidance about the records disposal to be conducted in FY2017
- information and a preview of the new training curriculum, now delivered online
- Q&A

The session will NOT serve as completion of the annual records management training required of URCs.

If you are located off the main NDSU campus, you may participate in the Oct. 18 session remotely.

✓ From your computer: use the link https://join.nd.gov/1664013. Audio and video can be handled through your computer.
✓ From a phone (if you have problems with your computer’s audio connection, or if you cannot access a computer at the time of the training): dial 701-328-7950, and use code 693657
✓ From a videoconference room: dial 1664013. If that number does not work, dial 165.234.136.201##1664013

Information about NDSU’s records management program is available at www.ndsu.edu/recordsmanagement/.

We welcome and encourage your suggestions for future “For the Record” topics.

Thank you,
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