

UNIVERSITY ARCHIVES and RECORDS SERVICE

Fall 2008 Training

Register via Training & Development at:

<https://s4.its.unc.edu/TrainDev/>

RECORDS MANAGEMENT & THE PUBLIC RECORDS LAW at UNC-CH (AN INTRODUCTION)

July 23, 2008, 9 – 11 a.m.

Pleasants Family Assembly Room, Wilson Library

Learn about records management and what North Carolina laws affect records at UNC-Chapel Hill. Includes NC Public Records Law, impact of records management on managing paper and electronic records, and how University Archives and Records Service can assist you with your records needs.

EMAIL MANAGEMENT at UNC-CH

August 6, 2008, 9 – 11 a.m.

Room 1500-C, Administrative Office Building (AOB)

Too much email in your in-box? Not sure what to keep and what to trash? Come to this workshop and learn about email as a public record, email deletion, appropriate content for email distribution, handling attachments, and avoiding email clutter.

HOW TO CREATE & USE YOUR RECORDS RETENTION SCHEDULE

August 28, 2008, 9 – 11 a.m.

Pleasants Family Assembly Room, Wilson Library

Learn about how you and University Archives and Records Service can create a records retention schedule for your office/department. Also learn about how to use your records schedule and comply with the North Carolina Public Records Law. Includes developing a records retention schedule, determining appropriate retention periods and how to use your approved schedule.

ELECTRONIC RECORDS MANAGEMENT at UNC-CH

September 18, 2008, 9 – 11 a.m.

Pleasants Family Assembly Room, Wilson Library

Learn about electronic records management in conjunction with the North Carolina Public Records Law. Includes overview of the complexities surrounding life-span of electronic records, how to organize your electronic records and issues about long term storage of electronic records.

RECORDS MANAGEMENT & THE PUBLIC RECORDS LAW at UNC-CH (AN INTRODUCTION)

October 8, 2008, 9 – 11 a.m.

Room 1500-C, Administrative Office Building (AOB)

Learn about records management and what North Carolina laws affect records at UNC-Chapel Hill. Includes NC Public Records Law, impact of records management on managing paper and electronic records, and how University Archives and Records Service can assist you with your records needs.

EMAIL MANAGEMENT at UNC-CH

November 6, 2008, 9 – 11 a.m.

Pleasants Family Assembly Room, Wilson Library

Too much email in your in-box? Not sure what to keep and what to trash? Come to this workshop and learn about email as a public record, email deletion, appropriate content for email distribution, handling attachments, and avoiding email clutter.

PILES OF FILES? ORGANIZING YOUR RECORDS

November 18, 2008, 9 – 11 a.m.

Pleasants Family Assembly Room, Wilson Library

Not sure how to organize you paper and/or electronic files? Learn about strategies for developing a filing system that works for you. Includes information about inventories, analysis of your filing system, organization strategies and organizing electronic files.

PLANNING & IMPLEMENTING A DIGITAL IMAGING PROJECT

December 10, 2008, 9 – 11 a.m.

Pleasants Family Assembly Room, Wilson Library

Planning to scan records in your office? Before you do, attend this workshop on digital imaging. Includes information about benefits and key concepts of digital imaging, planning process elements, legal, risk management and records management concerns, indexing and labeling, budget issues, technology assessment and selections.

University Archives and Records Service

CB# 3926, 907 Wilson Library

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<http://www.lib.unc.edu/mss/uars/>