



RECORDS MANAGEMENT ADVICE

Basics of Records Management: **Utilizing Online Training Resources**

Purpose: Provide guidance to state government agencies on how to utilize online training resources for best record management practices.

The Maine State Archives offers online training resources for all state employees, directors/agency heads, agency records officers, legislators and public officials.

Training Options

Various training options are available for whichever style you prefer:

- Webinars
- Online Materials (for download)
- Classroom structured training (for one employee or the whole department)

Recommended Minimum Standard Training

For every state employee: [Records Management Basic Principles for State Employees](#) (PDF); **OR** [Webinar - An Introduction to Records/Records Management](#) (2-part webinar)

For Records Officers and Assistants: [Records Officer/Assistant Training](#) (PDF); **OR** [Webinar - Records Management from Start to Finish](#) (2-part webinar)

Training Topics

Some other training topics of interest offered on the Maine State Archives website:

- Basic Records Management Principles and Information
- Basic Email Information
- How to Appoint a Records Officer
- Starting a Records Program
- Record Retention, Disposition and Writing Schedules and Amendments
- How to Pack Boxes to Send to Archives and/or Records Center
- Filling Out a Proper Transmittal

Click on the link below to see what we offer and what you can do to better understand your role as a state employee regarding better records management practices.

Additional advice regarding the management of public records is available at
<http://www.maine.gov/sos/arc/records/state/statetraining.html>

“The right record, to the right person, at the right time, at the lowest possible cost”