

October 14, 2009

NWM 02.2010

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Removal of online course "Records Management for Everyone" from NARA's Learn Center

NARA will be taking its online course "Records Management for Everyone" offline from the NARA Learn Center on November 1, 2009. We will update content, correct persistent technical problems, and make improvements based on agency suggestions. We hope to unveil the new version in third quarter FY 2010. We will announce the new version via NWM Memo once it is available.

We will continue to offer the source code or a .zip file of the existing course material at http://www.c2ti.com/clients/clients_nara_rm.htm . Agencies are free download the existing course material and use it "as is" or update it at their own expense.

If you have any questions, please contact the NARA Records Management Training Program Director, Bill Bridges, on 301-837-1710 or william.bridges@nara.gov.

SUSAN R. CUMMINGS
Acting Director
Modern Records Programs