

Numbered Memorandum RM 06-26: "Records Management Course at the National Archives"

The attached is for your information -

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]

Sent: Wednesday, May 10, 2006 4:03 PM

Subject: Records Management Course at the National Archives

On Monday, May 22 we are offering our one-day "Records Management Overview" class (knowledge area #1 in our certification program) and on Tuesday May 23 we are offering our new "Vital Records" class. There are several seats still available for each class. We encourage you to forward this notice to your records management colleagues.

The courses are from 8:45am to 3:45pm at the College Park Archives II building. The fee for each course is \$150.

A description of the courses can be found at the NARA web site at: <http://www.archives.gov/records-mgmt/training/descriptions-fy06.html#descriptions>. Directions to Archives 2 can be found at <http://www.archives.gov/records-mgmt/training/registration-fy06.html#parking>.

In addition to this course, we have many other training opportunities available nationwide. Please visit our website at <http://www.archives.gov/records-mgmt/training/> to learn more.

If you are interested in attending a course, please register online at <http://www.archives.gov/records-mgmt/training/regional-fy06.html#wash> or contact Katie Baumann at katie.baumann@nara.gov or Annie Mitchum at annie.mitchum@nara.gov.

For/
Sharon A. Evelin
Departmental Records Officer

cc: FYI IT Council