

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:

1270, 1220 (934.DD) P

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To: State Management Team
Attention: Administrative Officers and Records Managers

From: Deputy State Director, Division of Support Services

Subject: “Managing Information Responsibly” Video

Attached is a copy of an updated records management video entitled “Managing Information Responsibly.” This will replace and update the previous video “Records and Information Management.” Also attached is a list of website references described in the subject video.

The video presents an overview of the Bureau’s Records Management process and stresses what each of us can and need to do to help preserve the Bureau’s “corporate memory.” The video can be shown at management team as well as all employees meetings. It should be incorporated into new employee orientation programs and added to any other scheduled records training.

In addition, the National Training Center (NTC) now offers a new course entitled Records Management, Course 1200-02. This 3-day course is designed to provide policies and procedures to manage the Bureau’s records according to the National Archives and Records Administration (NARA) regulations. Information on the training course can be obtained by viewing the course description and objectives at the NTC Website <http://web.tc.blm.gov/>.

If you have any questions, please contact Anita McKenna, Records Manager, at 406-896-5187, or Debbie DeBock, Records Administrator, at 406-896-5157.

Signed by: Joyce A. Norris for Sandra L. Guches

Authenticated by: Laura Schmier (MT-932)

2 Attachments
1-Video
2-Website References (1 p)

Distribution w/attms
Assistant Field Manager, Havre Field Station
Assistant Field Manager, Glasgow Field Station

MANAGING RECORDS RESPONSIBLY
WEBSITE REFERENCES

National Training Center Online Courses Related to Records Management:

Managing Records Responsibly

<http://www.ntc.blm.gov/courses/1200-05.html>

Electronic Records Management for Email

<http://www.ntc.blm.gov/courses/1270-04.html>

Introduction to BLM Directives System

<http://www.ntc.blm.gov/courses/1200-07.html>

Introduction to the Freedom of Information Act (FOIA)

<http://www.ntc.blm.gov/courses/1200-06.html>

BLM's Records Management Website

<http://web.blm.gov/internal/wo-500/records/records.html>

Handout for
Managing Records Responsibly Video