

**In Reply Refer to:**  
1270/1220 (OR-958.2) P

April 05, 2004

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Information Bulletin No. OR-2004-107

To: All District Managers  
Attention: District Records Managers

From: Deputy State Director for Management Services

Subject: "Managing Records Responsibly" Video

**Program Area:** Records Management.

**Purpose:** In conjunction with Washington Office Information Bulletin No. 2004-081, dated March 19, 2004, the Oregon State Office is providing an under separate cover copy of the "Managing Records Responsibly" video to each district Records Manager. This video should be used as a training tool in educating the workforce on how to preserve the Bureau's "corporate memory."

It is encouraged that the video be shown at all employees meetings, and incorporated into new employee orientation programs.

**Background:** This video was developed with input and assistance from the National Training Center (NTC), Information Resources Management (IRM) Policy and Records Group (WO-560), and other Bureau Records Administrators and Records Managers.

**Budget Impact:** None

**Manual Handbook Section Affected:** Manual Section 1270 Records Administration.

**Coordination:** Sherrie Reid, State Records Administrator, OR-958.2, and Cindy Fredrickson, State Office Records Manager, OR-958.2.

**Contact:** For further information, please contact Cindy Fredrickson, State Office Records Manager, at 503-808-6450.

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**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
John K. Keith  
Acting DSD for Management Services

Authenticated by  
Mary O'Leary  
Management Assistant

1 Attachment(s)

1 - Managing Records Responsibly Video (under separate cover)

Distribution

WO-560 (750LS)