

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1220/1270 (OR-958.2) P

May 24, 2004

EMS TRANSMISSION 05/25/2004

Information Bulletin No. OR-2004-128

To: DMs, DSDs, Staff and Branch Chiefs

From: Deputy State Director for Management Services

Subject: Records Management Training

DD: June 4, 2004

Program Area: Records Management.

Purpose: In conjunction with the newly developed video entitled “Managing Records Responsibly” produced by the Washington Office (WO) with assistance from the National Training Center, the Oregon State Office is sponsoring two 1-1/2 hour training sessions related to records management. The WO is recommending all records custodians attend this training, especially those who maintain official agency records in decentralized locations. Supervisors are encouraged to have appropriate staff attend.

The training is designed to stress the responsibility for all employees to manage and preserve the Bureau’s “corporate memory.”

The training sessions will consist of a workbook, test, combined video and presentations, and Certifications of Achievement for all attendees. The first session is scheduled for June 8, 2004, with a target audience of all Staff Assistants. The second session will be held on June 15, 2004, targeted for all program leads, and any individual who has custody and/or oversight for developing, securing, or maintaining any official agency records regardless of format (i.e. paper, electronic, etc.). Any district personnel interested in attending may do so at district expense.

Both sessions will be held on the third floor in Conference Room 3B from 9:00 to 10:30 a.m.

To ensure the appropriate amount of training materials is available, please submit the names of your staff who will attend each of the sessions via e-mail to Cindy Fredrickson by COB: Friday, June 4, 2004.

Background: The video was developed with input and assistance from a number of records personnel within the Bureau, National Training Center and Information Resources Management Policy and Records Group (WO-560). The workshop is designed to ensure consistency within the state for the handling and protection of all agency records.

Budget Impact: None.

Manual Handbook Section Affected: Manual Section 1270 Records Administration.

Coordination: Sherrie Reid, Chief Realty Records Section (State Records Administrator), Cindy Fredrickson, State Office Records Manager, and Lisa Blackburn, FOIA/Privacy Act Officer.

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

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
Associate Deputy State Director

Authenticated by
Mary O'Leary
Management Assistant

Distribution
WO-560 (750LS)