



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
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To: All District Managers  
Attn: Records Managers

From: Deputy State Director for Management Services

Subject: Oregon and Washington Records Management Workshop DD: 02/22/06  
DD: 03/10/06

The Oregon State Office will host a Records Management Workshop April 10-14, 2006, at the State Office. The workshop will cover all aspects of the records program including disposition, litigation, privacy act, and electronic records (including GIS files). A final agenda is forthcoming.

**Registration:** Participants need to obtain the approval of their supervisors to attend this workshop. Funding for travel and per diem is the responsibility of the local office. Names should be submitted to Cindy Fredrickson (OR-955.3) by e-mail no later than Friday, March 10, 2006.

**Location:** Oregon State Office, Conference Rooms 3C, E and G.

**Lodging:** A block of rooms is being held at the La Quinta Inn Convention Center, located near the Lloyd Center and mass transit. These rooms will only be held until Wednesday, February 22, 2006. Reservations can be made by calling (503) 233-7933. To obtain the government rate you must state that you are attending the BLM/Records Workshop. Government rate is \$82.00 for a single or double, plus taxes. Parking for hotel guests is \$5.00 per night.

Any questions regarding the workshop should be directed to Sherrie Reid, Records Section Chief, at (503) 808-6655; or to 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  
Thomas Patrick Ryan, Acting

Authenticated by  
Mary O'Leary  
Management Assistant

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