

MANAGING RECORDS CREATED ON PERSONAL COMPUTERS / ELECTRONIC MAIL

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These joint seminars build on the basic overview provided in the Records Management seminar.

In the morning session we'll discuss electronic documents, which are indeed records and have life cycles and retention periods just like paper documents. Topics will include types of media, naming conventions, metadata, data security, and DPA electronic record policies and guidelines. In a practice exercise, the class will review a typical group of PC files, analyzing each file relative to its proper retention, and select appropriate files for deletion. The session will conclude with a short video entitled "Into The Future".

The afternoon session will look at email, the tool that threatens to take over our work-stations. We'll look at the function and characteristics of email, the risks of not managing it, what to retain and for how long, the best ways to maintain it, and the concept of TRAP. The class will review a sample group of typical emails, determining the proper disposition and best methods for maintenance. **(Prerequisite: Records Management)**

(Please Note: Class size limited to 15.)

Each class is scheduled from 9:00am-12:00pm (Managing) and 1:00-3:00pm (Email).

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Paradee Center, Transportation Circle (Rt 113 next to DelDOT Admin Bldg), Dover, DE

To register or for additional information, contact James Frazier at 302-744-5039 or at james.frazier@state.de.us.