

Live Classes over the Internet on Records Management Topics

In an attempt to reach more public employees throughout the state, RMD began offering live classes over the internet. Classes included are:

- Introduction to Public Records. Covering topics such as laws concerning access and confidentiality, retention, security, and preservation
- Records Retention and Disposition Schedules. Discusses the creation and updating of retention and disposition schedules
- Managing Electronic Records. Addresses the pros and cons of electronic records, protecting electronic records and the needed components of electronic records policies
- Managing E-mail. Speaks to the proper sorting, filing and storing of e-mail records.

Participants in classes for fiscal years 2008 and 2009 have come from municipalities, counties, school districts, fire districts, community colleges and other political subdivisions. Classes are generally held every other month and for fiscal years 2008 and 2009 125 people participated.

Advantages of online class participation include:

- Eliminating the need to travel. Many people are prohibited or unable to travel to Phoenix for workshops. Online classes enable them to attend the workshop without the time and expense spent on the road.
- More efficient use of the instructor's time since they do not have to prepare classroom handouts and materials or spend time and expense traveling
- Allows greater amounts of people from a variety of locations to interact with others from distant sites around the state
- Provides links to needed forms and other materials that the user can utilize as a resource for future reference

Future goals include expanding the list of workshops offered to public employees and offering workshops on more advanced records management topics.