



RECORDS

Retirement! Reference! Recycling - Disposition!

The 3Rs of Basic Records Management

This training is an exercise-based class that helps participants develop the knowledge and skills to fulfill their records management responsibilities and improve office efficiency.

FREE
TRAINING

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Topics covered include:

- ◆ Applying agency records schedules and the General Records Schedule;
- ◆ Determining what records should be transferred to the records center;
- ◆ Proper completion of the Standard Form 135 (SF135), Records Transmittal and Receipt Form, and the Optional Form 11 (OF11), Reference Request-Federal Records.

FREE! FREE! FREE! FREE! FREE! FREE!

FY08 Schedule:

Date	Location
March 20, 2008	JFK Bldg Boston MA
August 20, 2008	Waltham MA

To register for classes please contact Kathleen O'Connor via e-mail:

kathleen.o'connor@nara.gov



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NE REGION, FREDERICK C. MURPHY FEDERAL CENTER
380 TRAPELO RD.
WALTHAM, MA 02452

"Ready access to essential evidence"

Phone: 781-663-0138

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Fax: 781-663-0154