Core Competency Addressed in this Class:

Managing Work
Identify what is a public record, and effective public record management techniques

Objective
This class provides participants with tools to manage critical information in their organizations.

Desired Learning Outcomes
By the end of this class, participants should be able to:

1. Identify what records are, what are not records, vital records and electronic records.
2. Identify how to conduct a records inventory and records analysis.
3. Define a record series and learn how to develop retention schedules.
4. Identify how to develop a disaster recovery plan for records and record recovery.
5. Identify and explain record laws and how they affect records management.

Instructor:
Harold Coltharp worked for Wisconsin state government for over 38 years, the last 21 with the State Records Center of the Wisconsin Department of Administration. He is a Wisconsin Certified Public Manager, was the Executive Secretary for the State Public Records Board, and a past president of the Madison chapter of the Association of Records Managers and Administrators, of which he was a member for over 20 years.