

Hsieh, Patricia

From: Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Hsieh, Patricia [PHsieh@TAMU.EDU]
Sent: Monday, September 01, 2008 4:00 PM
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] New online course on records retention

Dear A&M System Training Coordinators,

I am writing to let you know that a new online course entitled *Retention of State Records* has been added to the Alphabetical Master Course List in TrainTraq. The objective of this course is to teach the legal and System requirements for retention of state records, including:

- Definition of records retention, state record, and other key terms
- Requirements for destruction of state records
- Other records management requirements
- Special cases

The course is required for System member records officers and department/unit employees whose duties include records retention. It should take about 30-45 minutes to complete and includes a 15-question test.

The records officers at each System member (see list at: <http://tamus.edu/offices/policy/retentionofficers.htm>) are aware that this training is available and should be able to provide you a list of the individuals who need to take it. Please ask them for this list. Once they give you the list, please help them to make the assignments using TrainTraq.

We realize that it may take some time to assemble the list and communicate the requirements. Once you have your list coordinated and are ready to assign the course, the due date should be 60 days from whenever you make the assignment in TrainTraq.

Please also retain a copy of your list, because these employees will need to take refresher training in two years. Currently TrainTraq does not have the capability to retain lists like these, but we plan to add this capability within the next year.

If you need assistance using TrainTraq to make these assignments, Kris and I will be happy to help you. If you have questions, comments, or concerns about the course, please let me know.

Thanks,

Pat

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