

# RECORDS MANAGEMENT

Business records are the life blood and the collective memory of your organization. That's why it's so important to manage records from their creation through their disposal. This training course supports and reinforces your document management policy. This enables you to maintain consistent and efficient operations, document actions and decisions, and comply with federal laws and regulations.

This course teaches your employees how to identify and classify business records in order to effectively protect, manage, store, and dispose of them. By following the best practices identified in this training, your employees will know when to dispose of information and how to keep your current information timely, accurate, and usable.

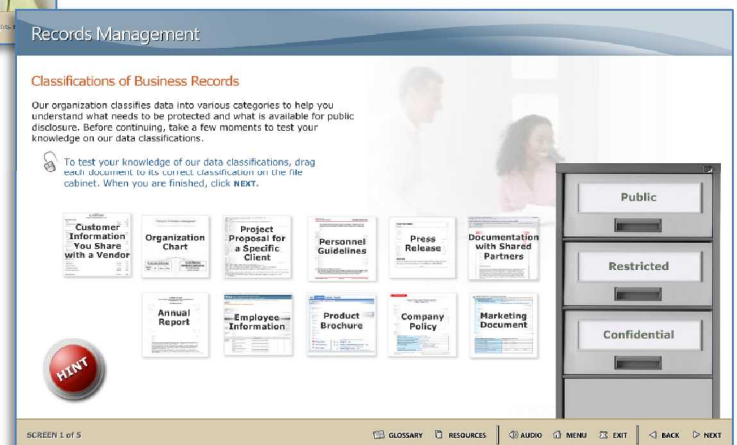


## Topics

- Overview of Records Management
- Types of Business Records
- Classifications of Business Records
- Records Lifecycle
- Employee Roles and Responsibilities
- Knowledge Checks and Summary

## Course Features

- Highly Engaging and Interactive
- Real-Life Examples and Applications
- Professional Graphics and Voiceovers
- Easy to Tailor or Customize Content
- SCORM and AICC Compliant
- Award-Winning Design!





## Implementation Options

**Buy It** - A "Best of Class" turnkey, pre-packaged solution.

**Tailor It** - Brand the course. Add organization-specific information in placeholders that are easy to update. Add a resources section to include messaging, contacts, policies, links, PDF documents, and any other supporting material.

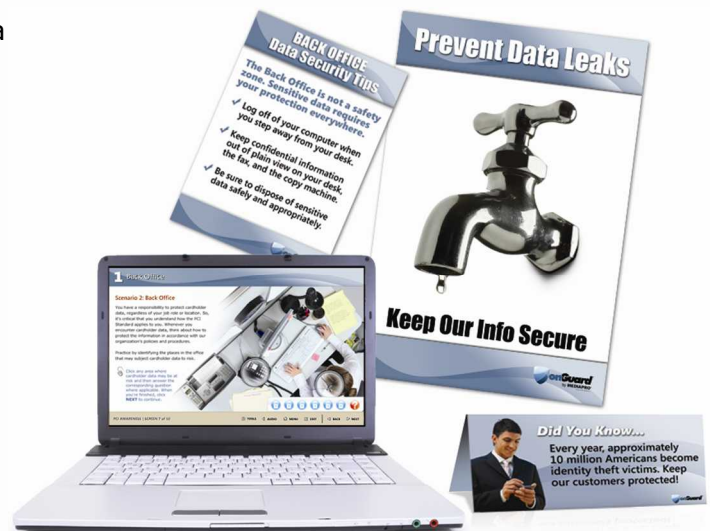
**Customize It** - Replace existing content (e.g., roles, examples, case studies, and graphics) with those specific to your organization. This level of customization may also include modifying existing voice-over. This solution is ideal for companies that have very specific or unique needs.

**Access, Manage, and Track It** - MediaPro's courseware is SCORM and AICC compliant and can be easily integrated into an organization's Learning Management System (LMS). Don't have an LMS? MediaPro also provides affordable, secure, on-demand hosting services.

## About onGuard

The **onGuard Training** builds awareness by using a stimulating and creative instructional approach that engages the learner and uses realistic examples to add relevance to the content. Adult learning tactics and principles are applied to help your employees retain more and make better decisions. Proper awareness training is a key factor for improving workforce behavior and lowering your risk.

**onGuard Awareness and Reinforcement Tools** increase knowledge retention further by reinforcing key concepts and encouraging employees to follow security and privacy best practices. These award-winning tools help create and sustain a data protection culture within the organization.



## About MEDIAPRO®

MediaPro is nationally recognized for producing award-winning, Web-based security and privacy training that reduces risk and improves employee compliance. In addition to the **onGuard training** for general data protection awareness, MediaPro also develops custom data protection and compliance e-learning courseware. MediaPro has won over 100 prestigious awards for instructional excellence.