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proper documentation of Department of Energy activities, proper records disposition, and promotes economy and efficiency in the program. 2.

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6. Maintain, use, and update a computerized records management database. Course Outline 1. Records Management A. Discuss the challenges of the information explosion to records managers. B. Describe how records are classified and used in businesses. C. Discuss relevant legislation that affects records management.

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POFT 1319 RECORDS AND INFORMATION MANAGEMENT I ASSIGNMENT

Demonstrate the knowledge of basic Records Management terminology. Demonstrate the knowledge of basic filing rules and procedures for cross references and government names. Demonstrate the knowledge of basic filing rules and procedures for computer records management.

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Records Management: Judith Read, Mary Lea Ginn

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