

Our mission is to work with state agencies and local governments to ensure the proper management of Nevada's official records. In addition to our normal class offerings, our staff can provide, at no charge, on-site classes on records management to any state or local government office for groups of 10 or more attendees. Customized records management training and management briefings are also available.

Contact Records Management ( [Records@nevadaculture.org](mailto:Records@nevadaculture.org) ) for more information about on-site and customized training.

Our basic courses include:

### **1. Managing Public Records - An Overview. (1 hour)**

This class is designed as an overview to records management for managers and supervisors and is a prerequisite for all of the other records management classes. This class covers the benefits of records management, explains Nevada public record laws of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC), and outlines the responsibilities of the agencies in managing their public records. It will also cover the State Records Committee's policy on Defining Information Transmitted via E-Mail as a Public Record.

### **2. Nevada's Records Retention and Disposition Schedules. (2 hours)**

This class is for all agency staff responsible for the life cycle maintenance of public records. This class will interpret existing records retention and disposition schedules and the consequences of not following the schedules. "Record series" and "official records" are defined; retention periods, historical records, and record series "cut-offs" are explained. Also covered are legal retention requirements, the process of developing or revising records retention and disposition schedules, procedures for using the State Records Center, and procedures for destroying records.

### **3. Procedures on How to Use the State Records Center (.5 hours)**

The State Records Center provides low-cost, secure storage for the inactive records of all executive-branch agencies. Informal training tailored to specific situations and needs is available on request. Records Center staff can come to your office, or brief training sessions can be held at the State Records Center.

### **4. Designing Efficient Filing Systems. (2.5 hours)**

This class is for all agency staff responsible for the file maintenance of active public records. This class will cover how to design an efficient filing system that will work for the types of records the agency is maintaining, including how to organize the files, select the proper filing supplies, select the proper filing equipment, establish file indexes, and establish efficient filing procedures. The benefits of a well-designed filing system are: faster access to records, more efficient use of space, and the elimination of lost information to improve the efficiency and productivity of your agency. This class will also give instruction on managing your personal desktop, including how to manage e-mail, organize electronic files, and set-up a personal filing system and prevent desktop clutter.