CONCLUSION

Slide 1

In conclusion…Hello again, this is Precious Parsons. I am going to wrap up this training by summarizing all 4 lessons. However, let's first review our goal for this course.

Slide 2

Now that you have completed the course, you can now - Create, Maintain, and Dispose of BLM records properly in accordance with established laws, regulations, and policies.

Slide 3

You reached that goal by going through the video lectures, completing the exercises, and participating in the webinars. Specifically, in the lessons - we covered the following:

In Lesson 1 - General Records Management – remember records are evidence of what BLM does, BLM records capture its business activities, such as contracts, business correspondence, leases, permits, etc. Two types of records are temporary and permanent.

In Lesson 2 - Records Creation – remember records creation is important because - as the old adage goes *if it isn't written down, it didn't happen* – BLM's records are its institutional memory. For that memory to work efficiently, we have to be able to protect and retrieve information when it's needed, whether it's for day-to-day operations, legal proceedings, paying bills, or historical research. Also remember that creating records correctly and using consistent procedures will help to ensure that we will be able to retrieve records when needed and/or dispose of them when no longer needed.

In Lesson 3 - Maintenance and Use – remember that federal records play a critical role in the management and operations of the Federal government. Many benefits come from the proper maintenance of records - for example, easy retrieval. Also remember that the Integrated Paperwork Management System is used to link records and related material of the same subject to specific subject codes. Also, it's important to be very familiar with your record management responsibilities. One very important responsibility is safeguarding records - which include protecting and preserving them at all times. Records Managers conduct the annual Records Inventory that is used to document what records we have, their location, and when to dispose of them.

Finally, in Lesson 4 - Disposition – remember, it's the final phase of the life cycle that ensures BLM maintains and preserves records for as long as they are needed in compliance with legal requirements and to reduce space. Let's now review some of the additional resources.

Slide 4

The following resources will assist you in better performing your records management duties: The National Archives and Records Administration has a website at http://www.archives.gov/ to help you. Also, each state has a records SharePoint site that may benefit you. Contact your state records manager for more information.

Slide 5

Thanks for participating in this training. I hoped you gained valuable knowledge and skills to better manage the records at your BLM location. Remember, it's all about the records – they are the BLM's daily "footprint".