

Connelly, Dion

From: Johnston, Jenifer
Sent: Thursday, August 11, 2016 9:50 AM
To: Connelly, Dion
Subject: FW: Records Management: An Everyday Responsibility - eLearning

From: BHR Training & Development
Sent: Thursday, June 30, 2016 4:34 PM
To: Citywide All Employees Distribution List <Allemployeesdistlist@portlandoregon.gov>
Subject: Records Management: An Everyday Responsibility - eLearning

“THE PUBLIC COUNTS ON US TO RETAIN AND PRESERVE RECORDS THAT REFLECT HOW WE MAKE DECISIONS AND CARRY OUT OUR WORK ON THE COMMUNITY’S BEHALF” – Auditor Mary Hull Caballero



Records Management: An Everyday Responsibility TRAINING REQUIRED FOR CITY EMPLOYEES

Managing Records is Your Everyday Responsibility

All City employees are now required to complete training on records management. As City employees, the public counts on us to retain and preserve records that reflect how we make decisions and carry out our work on the community’s behalf. It is important in maintaining the public’s trust that all employees be committed to meeting their records management responsibilities. This training course is a first step.

We often don’t think of our email, correspondence and reports as “public records.” However, by law, most of the records you create in the course of your job are public records and should be available for inspection at the request of any member of the public.

Integrating good records management practices into your daily routine is beneficial because it helps you comply with retention policies, ensures that daily decisions are based on the most current information available, and enables ready access should a community member ask for public documents.

This **training is required** by all employees who routinely create or work with City records. City employees who have access to *CityLearner* should complete the course no later than November 30, 2016. The City Auditor’s office will work with employees who have recordkeeping responsibilities, but do not have access to *CityLearner* in order to ensure they receive the training prior to March 2017. Employees who do not have access to *CityLearner* and are not responsible for creating, maintaining, or working with public records are exempt. The training and test take an average of 35 minutes to complete.

- To access the eLearning, go to [CityLearner](#) and type “records” into the Search Term field and click Find to locate the course.
- You will see a page that shows you the eLearning training option, and you can access and book the training from that link.
- For better viewing, change your screen to full page view by clicking on the bottom right of the window.
- Make sure your speaker volume is turned on. Use a headset for best audio quality.

- After completing the training and the quiz, follow the instructions to go back to your *CityLearner* page to Confirm Participation.
- Once you “Confirm Participation,” your transcript will be updated to show that you have completed your training.

If you do not have access to *CityLearner*, speak with your supervisor to arrange access to the training.

Accessing the Training

If you need assistance with CityLearner, please first check [CityLearner Info Sheets](#) for help.

If you still need assistance, contact [BHR Training and Development](#)

Managers and Supervisors: Please post this information for employees who do not have access to email.

Americans With Disabilities Act (ADA): If you need an ADA accommodation to participate in City-sponsored training, please contact the Bureau of Human Resources no less than five (5) days prior to the date of the event by contacting us at 503-823-3572 or TTY 503-823-6868; or email [BHR Training and Development](#) with *ADA Accommodation Request* in the subject line.