

MANAGING GOVERNMENT RECORDS - COURSE ORIENTATION

INTRODUCTION TO MANAGING GOVERNMENT RECORDS

Welcome to the Course!

This course allows you to:

- Act quickly and easily in managing your records and documentation.
- Understand the importance of managing records and documentation as part of your day to day practices.

Given the importance of records and information in government, this is a crucial learning opportunity. You will see why as you read *The Benefits, Why ARCS and ORCS?*, the first module of this online training course.

This website includes two features to support your needs now and later:

The Course:

First Time User - Course Orientation

The modules:

- [The Benefits, Why ARCS and ORCS?](#)
- [Classifying records](#)
- [Life Cycles of Records](#)
- [File Maintenance](#)
- [Closing Files and Boxing Records](#)
- [Managing E-Records](#)

Resources:

Quick links to:

- [ARCS Online](#)
- [e-Copies of most ORCS](#)
- [Special Schedules](#)
- [TRIM Guidelines, Training Exercises & Tips](#)
- [Training](#)
- [Contacts for Records Officers & Teams](#)

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Your Course of Action

Please walk through these modules again at any time. The course should take no more than 90 minutes to complete.

1. **The modules:** There are six modules, some of which include quizzes. When you have completed the modules, take the Self-Test Quiz at the end of module 6. You will also find an Answer Sheet there to print out and see how well you did.
2. **Following up:** If you have any questions or require additional information about managing government records, please contact your [Ministry Records Management team](#).

Working with the Modules

The core modules of this course are:

1. The Benefits, Why ARCS and ORCS?
2. Classifying Records
3. Life Cycles of Records
4. File Maintenance
5. Closing Files and Boxing Records
6. Managing E-Records

By reviewing all of these modules you will get the big picture and have the basics laid out for you. We suggest you approach the modules in sequential order to gain maximum benefit.

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Your Involvement

To help learn more and apply what you are learning, refer to the tips and quizzes among the modules.

Tips

During the course, you will be asked to think about how to practice what is being addressed. Suggestions are scattered throughout the modules. For longer tips, click on the icons. This will open a new PDF document.

Quizzes

The quizzes are designed to be printed out and completed. They focus on reinforcing your learning. Once you complete a quiz, print out the answer sheet and see how well you did. The answer sheets include explanations on why a choice was correct or not.

Links

All underlined text leads to additional information. If you click on the underlined text, you will be taken to a new page or to a "popup window". In the top right hand corner of the popup window click on the maximize icon to expand the screen, and click "X" to close it.

Summary

Now that you are ready to go, return to the main page to review your choices, or start immediately on [Module 1, The Benefits,](#)

[Why ARCS and ORCS?](#)