

# **Records Management, An Expanded Overview**

Every office creates records, whether in paper, film, electronic or in some other format. The Local Records Branch at Kentucky Department for Libraries and Archives is tasked with assisting and consulting with all local government agencies to understand the management of those records, including retention, destruction, storage, and preservation. This training will provide an overview of records management, the roles and responsibilities of agencies, applicable Kentucky statutes as well as discussing common questions about record formats and how to determine record types. The training should serve as a basis for any staff or employee to understand what records are and how they should be managed within the local agency.

- **What are records and records management:**  
Learn about the broad topic of records management, including what constitutes a record, who is responsible, and what exactly records management covers, including formats and electronic records.
- **How to deal with your records:**  
Learn some specific records format issues and common questions, including email and social media. Also learn about records retention schedules and the lawful destruction of records.

## **Instructor – Rebecca Halbmaier**

Rebecca Halbmaier has been with the Kentucky Department for Libraries and Archives since July 2018 and is one of four Regional Administrators in the Local Records Branch in the Archives and Records Management Division. She provides records management services and guidance to local government agencies in the 29 county West Region. She consults with agencies about managing their records (from scheduling to preservation to destruction) and provides training and guidance to staff in records management topics. Rebecca holds a BA in Anthropology from the University of Iowa, an MSc in Paleoecology of Human Societies from University College London, and an MS in Library Science from the University of Kentucky.