COURSE SYLLABUS

Records and Information Governance Course

Six hours live on federal recordkeeping — records versus non-records, the lifecycle, retention and disposition schedules, litigation holds, and records created in email, chat and collaboration tools.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/records-and-information-governance



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Course Outline

Module 1

- Foundations of Federal Records and Information Governance (45 min)
- What a record is under the Federal Records Act versus convenience copies, drafts and personal materials
- Why recordkeeping matters legally, historically and operationally
- The federal records management structure from Records Officer and Senior Agency Official through NARA's oversight role
- Every employee's baseline responsibilities. Includes a record versus non-record sorting activity.

Module 2

- The Records Lifecycle and Recordkeeping Requirements (60 min)
- Creation and receipt, maintenance and use, and disposition
- Keeping records accessible, organized and protected
- Common pitfalls including records scattered across personal drives and inboxes, inconsistent filing, and failure to capture records from mobile devices or personal accounts used for work
- Litigation holds and preservation duties. Includes a lifecycle sequencing activity.

Module 3

- Retention and Disposition Schedules (80 min)
- What a records schedule is and why every record needs an approved disposition authority
- How General Records Schedules provide government-wide authorities and when an agency-specific schedule applies instead
- Temporary versus permanent records and what happens at the end of a retention period
- Event-driven versus time-driven disposition triggers
- Unauthorized or accidental destruction and the duty to report
- How a hold or pending FOIA request suspends disposition. Includes a record-type to disposition matching activity.

Module 4

- Electronic Records and Email Management (80 min)
- The government-wide move to electronic recordkeeping
- Email as a federal record and how retention applies to it like anything else
- Records created on chat, messaging and collaboration platforms
- The role of metadata in keeping electronic records usable, retrievable and trustworthy
- What electronic recordkeeping systems do generically
- Practical habits including filing and tagging, avoiding personal email and unauthorized apps for official business, and keeping records accessible through role changes and departures. Includes scenario-based decision prompts.

Module 5

- How Records Governance Connects to Privacy, FOIA, and CUI (30 min)
- Why one record can carry several obligations at once
- How good records practice is what makes a FOIA response possible
- How many federal records are also CUI. Deliberately brief, and deliberately does not re-teach privacy, FOIA or CUI. Includes a which-course-covers-this activity.

Module 6

- Governance in Practice: Roles, Compliance, and Continuous Improvement (65 min)
- Individual, supervisory and organizational responsibilities
- Recurring compliance activities including annual training and periodic self-assessment
- Vital records and continuity considerations
- Building good habits and knowing who to ask. Ends with an integrated capstone scenario following a single workday from drafting a memo, through discussing it in chat and emailing a final version, to reaching the end of a retention period.