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| **Course Title** | Rockin’ your records |
| **Course Description** | This course is designed to help CDOT employees identify which documents they can recycle and how to sort the remaining documents so they can be stored or converted to electronic records. |
| **Target Audience** (Total #) | All CDOT |
| **Process** | Document Retention |
| **Process Touch Points** | All processes that produce documentation at CDOT |
| **Sections** | List the sections or topics of the course:   * Learning Logistics * Course Content |
| **Course Duration (Est.)** | 20 minutes |
| **Delivery Method(s)** | eLearning |
| **Prerequisites** | * None |
| **SME(s)** | * Mary Frances Nevans, Esq (7-9723) * Rachel Desormes (7-9174) |
| **Training Developer(s)** | Jason Prince (503-522-8448) |
| **Training Evaluator** | The OED Manager |
| **Instructor(s)** | eLearning |
| **Frequency** | Once and as required to maintain competency |
| **Course Content Reviewer(s) and Approver** | * Mary Frances Nevans, Esq (7-9723) * Rachel Desormes (7-9174) |
| **Location** | * Website |
| **List of Training Documents Required to Support Course Delivery** | * [C.R.S 24-80-102.7 Records Management Programs – Records Liaison Officers](http://codes.findlaw.com/co/title-24-government-state/co-rev-st-sect-24-80-102-7.html) * [CDOT Records Destruction Inventory Form](http://intranet.dot.state.co.us/business/records-management/cdot-records-destruction-inventory-form) * [CDOT Region Retention Schedule](http://intranet.dot.state.co.us/business/records-management/regional-retention-schedule/view) * [State Record Management Manual](http://intranet.dot.state.co.us/business/records-management/regional-retention-schedule/view) * [PD 0021.1 Construction Records Retention](http://intranet.dot.state.co.us/resources/policy-procedure/documents/0021-1/view) |

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| **Course Purpose** |
| This course is designed to help CDOT employees identify which documents they can recycle and how to sort the remaining documents so they can be stored or converted to electronic records. | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * Identify documents you can get rid of right away * Describe what you should do with the documents you must keep * Identify where you are able to get help with questions about documents | |

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| **Section: Learning Logistics** | | | **Time:** 5 minutes | | | | |
| **Section Objectives:** | Upon completing this section, participants should be able to:   * Introduce the learning objectives of the course * Explain how to navigate the course * Describe the course assessment | | | | | | |
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| **Business Process** | Identify Business Process(es) to be discussed:   * None | | | | | | |
| **Terms and Concepts** | * None | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| None | |  | |  |  |  |  |

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| **Section 1 – Course Content** | | | **Time:** 15 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe why keeping records is important * Describe the timeline of events (when to get rid of what) * Describe the new cubical configuration in the new building and when the move will occur * Identify what is and is not a record * Identify what documents you are able to get rid of right away * Appropriate way to dispose of non-records (recycle/shred) * Identify what a Tier 1document (must keep) * Describe how to use the color code scheme to help send the document to the appropriate storage area * Describe where you can go for answers to questions | | | | | | |
| **Business Process** | High-level record retention process | | | | | | |
| **Terms and Concepts** | * Record * Document * Record Retention (schedule) * Record Retention Specialist * Tier 1 | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| C.R.S 24-80-102.7 Records Management Programs | |  | | **X** |  |  |  |
| [PD 0051.1 Retention of Documents](http://intranet.dot.state.co.us/resources/policy-procedure/documents/0051-01/view) | |  | | X |  |  |  |
| [PD 0021.1 Construction Records Retention](http://intranet.dot.state.co.us/resources/policy-procedure/documents/0021-1/view) | |  | | x |  |  |  |
| Records Liaison Officers | |  | |  | x |  |  |