

NARA — Rocky Mountain Region

NARA Workshops in Pojoaque, New Mexico

November 17-19, 2009

Asset and Risk Management (KA 5), November 17-18

This course covers the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program. The course raises awareness of risk situations and provides managers with the decision-making tools they need to address current and future program needs. Recommended for anyone responsible for managing, operating, or evaluating agency programs, particularly agency records management programs, and staff responsible for developing policies that involve these programs. (Required for NARA's Certification of Federal Records Management Training.) Two day course. **Cost:** \$300 per student. **Time:** 8:30 am to 4:00 pm.

Records Management Program Development (KA 6), November 19

How effective is your agency's records management program? This course covers the concepts and practices involved in developing a successful records management program and subsequent evaluations. You will learn how to market and promote your program, including the development of a training program for all levels of agency staff. Recommended for anyone responsible for managing, operating, or evaluating records management programs and those involved in the development of records management training for agency staff.

(Required for NARA's Certification of Federal Records Management Training.) One day course. **Cost:** \$150 per student. **Time:** 8:30 am to 4:00 pm.



Register online at
<http://nara.learn.com/recordsmanagement-training>
OR via e-mail at: workshop.denver@nara.gov
Register by 11/06/09

National Archives and Records Administration
Rocky Mountain Region
Records Management Division
P.O. Box 25307
Denver, CO 80225

Phone: 303-407-5720

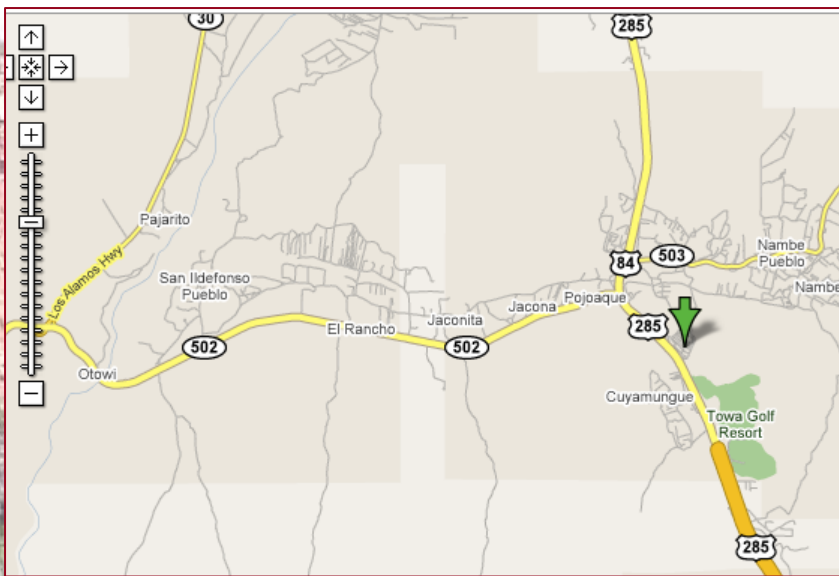
Fax: 303-407-5731

Photo: Bandelier NP, Sally King

Location & Directions



Homewood Suites Resort
18 Buffalo Trail
Pojoaque, NM 87506
505/455-9100



Take exit 177,
Buffalo Thunder
Road from
Highway 84/285

Pojoaque is in north central New Mexico, close to the intersection of US Highway 84/285 and NM Highway 502.

It is 11 miles south of Espanola, 15 miles northwest of Santa Fe, and 19 miles east of Los Alamos.

HOTELS: These are some of the hotels in the area. For more information, use <http://hotelsatperdiem.com/>

Days Inn
807 S. Riverside Drive
US Hwy 84-285
Espanola, NM 87532
505/747-1242

Hampton Inn & Suites
124 State Hwy. 4
Los Alamos, NM 87544
505/672-3838

Homewood Suites
18 Buffalo Trail
Pojoaque, NM 87506
505/455-9100