An Innovative Approach to Records Management Training:
Making Records Management Training Fun!

Objectives for today

- Learn why you might want to make records management training fun;
- Hear about my journey in developing training fair;
- Tips on how to begin planning a training fair;
- Tips on getting "buy-in" from other offices/departments;
- Tips on marketing the fair;
- Gauging success.
- Actually experience a small scale version of a training fair.
Why Make Records Management Training Fun?

- The topic of records management is not very interesting to most people;
- Lecture style training—not interactive;
- Lots of information thrown at you in a short amount of time;
- It’s usually mandatory and employees usually dread attending;
- Mandate from supervisor!

Benefits of Records Management

- Ensures that Ohio laws are followed
- Saves your office time
- Saves your office storage space
- Saves your office money
- Ensures the survival of the historic record

Start Planning

- Which offices/departments will you work with?
- When/Where will you hold the fair?
- How will the room be setup?
- When and how long will the fair be?
- Will you provide food?
- What type of activities will you have?
  - What materials will you need for these activities?
- Who will be invited?
- How will you gauge success?
Getting "buy-in" from other offices/departments

- Which departments have some role in the success of a records management program? (Who can you partner with?)
- Get office/department specific input when planning.
- Assign roles for fair day.

Important Players in Greene County

- County Administrator
- Data Processing
- Prosecutor's Office
- Microfilm Department

Planning-Room Setup

- Think of the logistics (a/v needs, tables, chairs, space, etc);
- Sign-in sheet?
- Room setup—what will that look like?
- Traffic Flow—you don't want people running into each other.
- How will you staff each of the stations?
- Will you need festive decorations to encourage the "fun", "air theme?"
Food—the great motivator!

- Fruit
- Candy and other treats
- Boxed lunches

Unless you have an unlimited budget, be very clear that these are available on a first-come, first-served basis!

Marketing the Fair

- Save the date
- Initial invitation
- Follow-up invitation
- Final invitation

We want YOU!

To attend the Records Management Training Fair!

When: October 18, 2017 from 11 AM to 2 PM
Where: Media Room 314, Ledbetter Road

Come learn the fundamentals of records management, Ohio Public Records laws, and data security in a fun, friendly, and competitive environment!

Participants will have opportunities for prizes that can be redeemed for a brand new phone and other fun items.

SAVE THE DATE!

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October 18, 2017
11 AM-2 PM
Media Room 314, Ledbetter Road

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Event on Twitter: @ohioarchives
Event website: www.cheenecounty.com/archives
Score Sheet

- Why have a score sheet?
  - In order to “earn” a boxed lunch;
  - Can use to evaluate effectiveness of fair and individual

Build-A-Box

- Select the appropriate box to send your records to the records center and then build the box.
- Select the appropriate file folders for the box.
- Pick a record title and write on the post-it note how you would label the box to send to the archives.
Records Ball

- This is a team sport! You need two people to play.
- Participants have 60 seconds to read the tennis balls and sort according to the number on the ball.
- Balls with a 1 written on them are records.
- Any other numbers are non-records.
- Players need to determine which balls should be "filed" or "trashed" based on their number.
- The game ends when the first person finishes sorting their tennis balls. The person who sorted the most tennis balls, correctly wins.
- Both players receive a sticker.

Records Management Scavenger Hunt

- Players are provided with a scavenger hunt sheet.
- Players can find answers throughout the training fair.
- When complete, players return their form to the station.
- Everyone who answers all of the questions should receive a sticker.
Records Land

- This is a team sport! You need 2-4 players to start a game.
- Players should select a colored paperclip as their game token; roll the dice; move the spaces; pick the color coded card (read aloud); do what the card says; first to make it to the end is the winner and the game is over.
- All players who stick around until the end of the game should receive a sticker.

White Board Challenge

- Two people compete against each other.
- They have 60 seconds to place magnets under the appropriate heading (RC3 needed OR No RC3 needed).
- Magnets have a records series title along with the initials of which schedule they would be found on (DS=Department Schedule, GS=General Schedule).
- Whoever has the most magnets under the correct heading at the end of 60 seconds wins.
- Winners automatically get a sticker....Losers have to play twice in order to get a sticker.
Post Your Records Related Questions

- Participants will write a records related question or concern on a post-it note and stick it to the white board.
- Questions will be answered in county-wide emails over the next few months.
- Everyone who writes a records related question/concern gets a sticker.

Records Management Wheel

- Players spin the wheel and answer a question based on the color that they land on.
- Categories:
  - Records Management (Green)
  - Data Security (Red)
  - Public Records (Purple)
  - Electronic Records (Dark Blue)
  - Preservation & Disaster Preparedness (Yellow)
  - Wild (Light Blue)
- Correct answers automatically get a sticker....if they answered incorrectly, they have to spin again (all players get a sticker after two turns).
What To Do If Your Records Get Wet

- Loose sheets and books are placed in bins of water.
- Participants need to act fast and decide what they need to do in order to save their records.
- Players should also select items (or photos of items) that they think will best help them save their wet records.
- All players receive a sticker after playing.

Test Your Cyber Security Knowledge
Microfilm Department

Sunshine Law Manual
Informational Tables

- What An Archivist Does
- Appropriate Records Storage vs. Inappropriate Records Storage
- Records Management Tips
- Records That Should Be Stored In the Archives vs. Records that Shouldn't Be Stored in the Archives
- Obsolete Technology

Evaluate the program!

- What was the return on investment?
- Was it effective?
- Be willing to adapt to what your "customers" need.
- Follow-up with participating offices/departments for their feedback.
Greene County's Success

- 2017: 46 attendees
- 2018: 68 attendees

Favorite parts, per evaluations:
- "The different stations were interactive";
- "Lunch and learning";
- "Games are fun";
- "Records Land";
- "The Water Lady";
- "Learning about the different ways records were kept before and after".

It's Game Time!
Questions/Comments?

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Thank You!