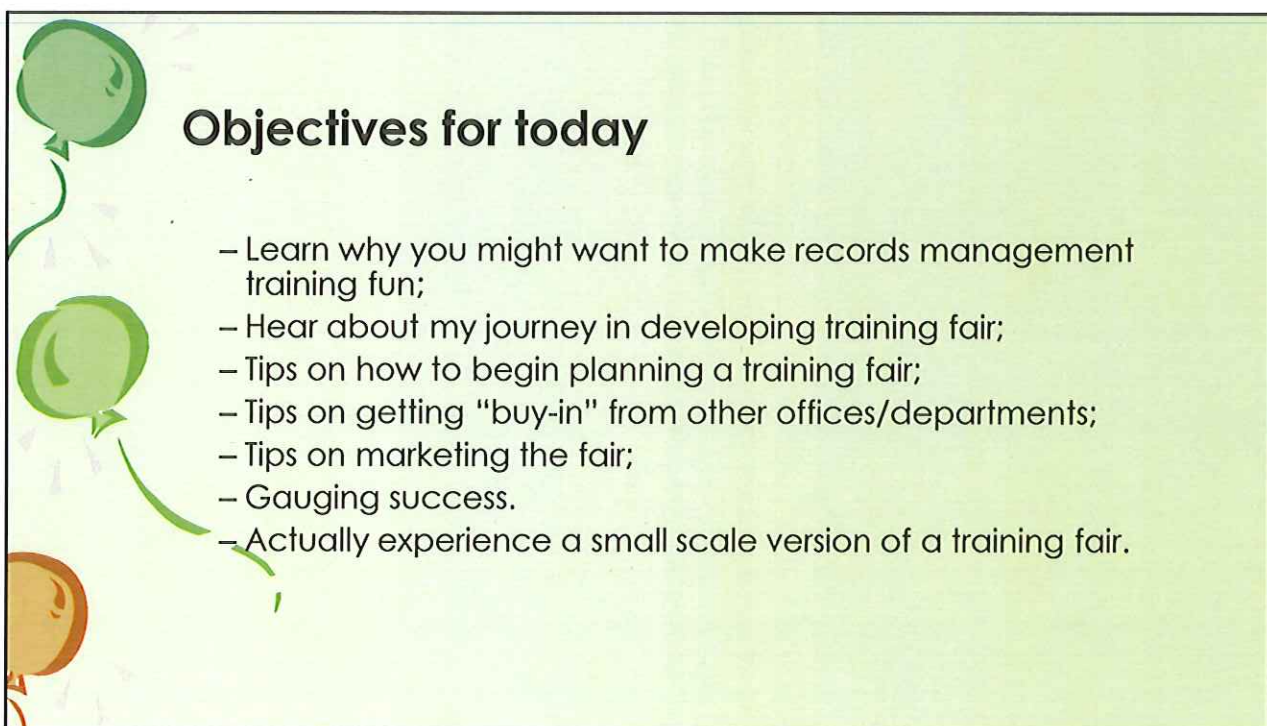


An Innovative Approach to Records Management Training:

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?



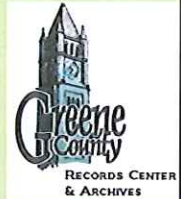


Getting “buy-in” from other offices/departments

- › 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.

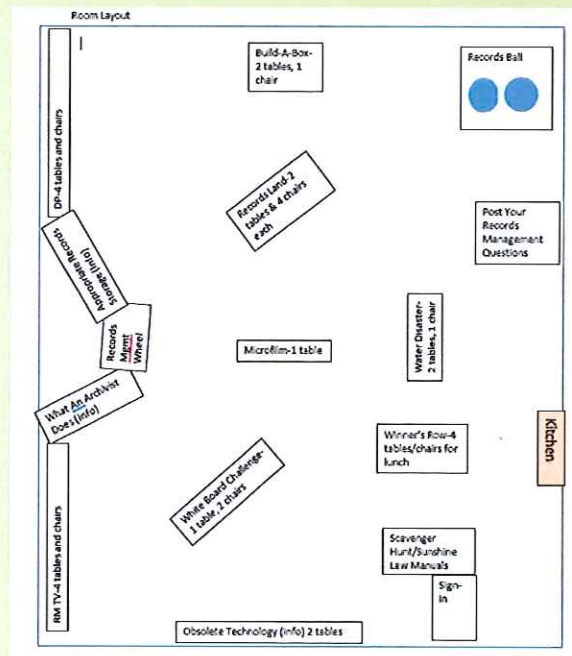
Important Players in Greene County

- › 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”, fair 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-541 Ledbetter Road
*This will be similar to the annual Health Fair so feel free to stop in anytime during this time frame.

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

Participants will have the opportunity to earn points that can be redeemed for a boxed lunch and other fun treats.*

RSVP to Robbie Helms at rhelms@records.ohio.gov OR
at 937-562-6488 by **September 25, 2017**

*Boxed lunches will be available on a first-come, first-served basis.

SAVE THE DATE!

Records Management Training Fair
October 18, 2017
11 AM-2 PM
Media Room-541 Ledbetter Road

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

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*Boxed lunches will be available on a first-come, first-served basis.



Score Sheet

Records Management Training Fair Score Sheet

Employee Name _____

Department/Division _____

Earn 17 points and receive form for a boxed lunch!
*Boxed lunches will be available on a first come, first served basis

Build A Box (2 points)		Records Box (2 points)	
Records Management Scavenger Hunt (2 points)		Records Label (2 points)	
White Board Challenge (2 points)		Post your records related questions (1 point)	
Records Management Wheel (2 points)		What to do if your records get wet (2 points)	
Test Your Cyber Security Knowledge (2 points)		Microfilm Equipment (2 points)	
Burn the Law Manual (1 point)		TCRMS Policy - _____	

- 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

Records Management Scavenger Hunt

- 1) What are the 4 values a record can have?
a
b
c
d
- 2) Look for the definition of a record from the Ohio Revised Code, 149.011 (g). Based on this definition, could a social media post be considered a public record? Why or why not?
- 3) Greene County does not have a Public Records Policy. True or False?
- 4) The Ohio Public Records Law and Open Meeting Law are known as the Ohio _____ Laws
- 5) Which Ohio public official's office is responsible for enforcing the Ohio Public Records Law? (hint: ... he's originally from Greene County)

- 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.



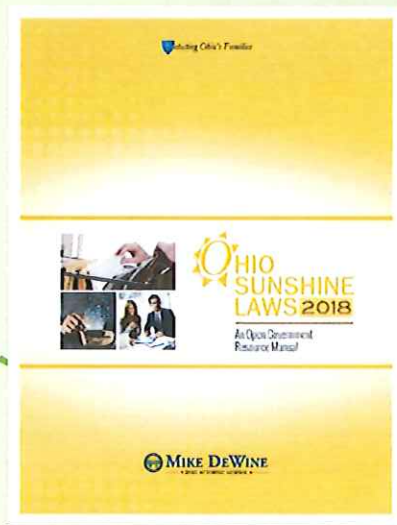
Test Your Cyber Security Knowledge



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.

Records Management Training Fair

October 18, 2017

Evaluation

Thank you for coming to our first Records Management Training Fair. We hope that you will take a few minutes to complete our brief evaluation form. Your feedback is important to us as we plan future training opportunities.

Please rank the exhibit on the following. Circle the appropriate rating:

	Excellent					Poor				
Relevant to my job:	1	2	3	4	5	1	2	3	4	5
Informative:	1	2	3	4	5	1	2	3	4	5
Enjoyable:	1	2	3	4	5	1	2	3	4	5
Well Organized:	1	2	3	4	5	1	2	3	4	5

What was your favorite part?

What could we improve on?

Other comments:

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!