



State of Michigan Records Management Services

Explore Effective Solutions for Managing E-mail

FREE! Online course designed for state and local government employees in Michigan!

This free online course is designed for use by Michigan government employees (state, local and public college or university). It addresses record retention issues that affect all e-mail users.

The course takes approximately 30-45 minutes to complete. Users can stop the course at any point and resume where they left off at a later date.

Course Outline

Managing Public Records

- Record Retention Laws
- Retention and Disposal Schedules

Managing E-mail Records

- Liabilities of FOIA/Litigation
- Roles and Responsibilities
- Types of E-mail
- E-mail Storage Options

Organizing Electronic Files

- Filing Structures
- File Management

E-mail Retention Training Offered by the State of Michigan

Local Government/Colleges/Universities: To access the E-mail Retention Training go to <http://www.quickknowledge.com/qk/hal/email>. Users will need to fill out a registration profile. Please enter the QuickKey Code: **EMAILHAL** in the field at the bottom of the registration page. The course catalog will open once users submit their registration. Select the "State of Michigan E-mail Retention Training" from the catalog and follow the instructions to start taking the class.

State Government: To access the E-mail Retention Training go to <http://www.quickknowledge.com/> and click on the "My Account" tab at the top of the page to login and access the full catalog of courses purchased by the State of Michigan. [If you do not already have an account, please contact your department's Human Resources office to get the QuickKey code.] Select the "State of Michigan E-mail Retention Training" from the catalog and follow the instructions to start taking the class.

Additional information and resources are available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>