

DATE December 18, 2006

Records Management Training

1. PURPOSE. The purpose of this circular is to ensure that Bureau of Engraving and Printing (BEP/Bureau) personnel with records management responsibility are adequately trained and knowledgeable to maintain a functional records management program in compliance with applicable laws and regulations.

2. POLICY. Personnel with records management responsibility must have the knowledge of basic records management required for maintaining a functional records management program in compliance with applicable laws and regulations.

3. SCOPE. This circular applies to all components within the Bureau.

4. REFERENCE. [Circular No. 80-05, "Records Management Program."](#)

5. RECORDS MANAGEMENT TRAINING RESPONSIBILITIES.

Office of Enterprise Solutions. The Office of Enterprise Solutions (OES) coordinates and provides oversight for the Bureau's Records management program. OES works with Bureau components to assist them in identifying training programs that are available to meet their needs.

Bureau Managers. Bureau managers are responsible for establishing and maintaining adequate records management in compliance with laws and regulations. Each office has designated an office records coordinator responsible for coordinating records management activities both within the office and with the Office of Enterprise Solutions. Bureau managers are responsible for ensuring that those with records management responsibilities are knowledgeable of federal records management requirements, and for providing any necessary training.

BEP Center for Excellence. The BEP Center for Excellence, upon request, will schedule records management training.

6. OFFICE OF PRIMARY RESPONSIBILITY. Office of Enterprise Solutions.

<SIGNED>

Larry R. Felix
Director

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