



The Evergreen State College - Olympia, Washington 98505

THE STUDENT'S OWN EVALUATION OF PERSONAL ACHIEVEMENT

Foran	Margaret	M	A00063387
Student's Last name	First	Middle	ID Number
Managing the Organization's Records		04/04/06	06/06/06
Title		Date Began	Date Ended

Managing the Organization's Records was a course I pursued in order to obtain the necessary background knowledge to develop and implement for the Master in Teaching Program's certification office here at Evergreen, a professional, systematic filing plan and an appropriate records retention schedule. The course had eight objectives related to understanding records management concepts, forms, and filing systems, how to write records management policies and procedures, how to inventory records and prepare retention schedules, knowing the differences between records centers and archives, becoming familiar with records risk assessment and disaster preparedness and recovery, and understanding electronic records and electronic content management concepts. My attendance at all classes and careful attention to the text, guest speakers and supplemental materials helped me achieve these objectives.

Most important, I was able to bridge theory to practice through my personal project. I utilized the Washington Community and Technical Colleges' retention schedule introduced in this course to create a draft records retention schedule for the certification records of the MIT program, and was also able to incorporate filing principles learned to create a more effective and functional filing system. My confidence in understanding the vocabulary and steps involved in crafting and implementing records management policies and procedures has improved. I have gained the knowledge to understand the scope of the original project I had envisioned, and now have some of the skills to implement such as plan. In the future however, I will need to deepen my knowledge of software programs in records management.

Student's Signature

Faculty Signature (optional)

Date

Date



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