

April 17, 2001

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MEMORANDUM TO AGENCY RECORDS OFFICERS: Training Opportunity on May 3-4, 2001, Electronic Records and Cost Analysis Seminars at NARA, Archives II, College Park, Maryland

The National Archives and Records Administration (NARA) and the National Association of Government Archives and Records Administrators (NAGARA) are offering two seminars by Dr. William Saffady, based on his ARMA International books of the same titles, Managing Electronic Records and Cost Analysis Concepts and Methods for Records Management Projects. NARA records management trainers and thousands of other records and information management specialists have benefitted from attending Dr. Saffady's practical and motivating programs. Federal records and information managers should also consider attending.

Managing Electronic Records and Cost Analysis on May 3, 9:00 a.m. to 3:30 p.m., will include:

- Definitions, Challenges, and Components of a systematic Program to manage electronic records
  
- Retention Concepts  
Inventorying electronic records,  
Making retention decisions about electronic records,  
Legal considerations for retention including legally mandated recordkeeping requirements and admissibility of electronic records as evidence, and  
Operational consideration for retention of electronic records
  
- Computer Storage Devices and Media  
Suitability for electronic recordkeeping and retention  
Stability of electronic records  
Stability of magnetic and optical media: lifetime estimates and limiting factors, and  
Care and handling guidelines, storage conditions and other considerations
  
- Vital Electronic Records  
Definitions, identifying vital electronic records, and protection methods

Cost Analysis Concepts and Methods for Records Management Projects on May 4, 9:00 a.m. to 3:30 p.m., distills the most important cost analysis concepts for records and information management applications. Terms and concepts will be illustrated with commonly encountered record and information management examples. The seminar will include:

- Introduction to Cost Analysis Concepts  
Terminology, business purpose of cost analysis,  
Cost calculation vs. cost justification, and  
Relationship of cost analysis to accounting
  
- Identifying and Categorizing Costs

Direct vs. indirect costs, manufacturing vs. non-manufacturing,  
Fixed vs. variable costs, total vs. unit costs, actual vs. standard  
costs, avoidable costs, start-up vs. on-going costs

- Cost Justification

- Role of cost justification in systems analysis,
  - Alternative choice problems: differential analysis for make vs. buy
  - Determining investment return, accounting return rate, discounted cash  
flow concepts

Each seminar costs \$175 (or \$250 for both seminars). Registration  
includes refreshments and catered lunch. Certificates will be awarded  
to participants.

To register, you may use a Government or personal credit card, purchase  
order, or check.

Please contact NARA staff member, Bonnie Curtin by telephone at 301-  
713-7100, extension 270 or Email, [bonnie.curtin@nara.gov](mailto:bonnie.curtin@nara.gov). A  
registration form that can be telefaxed to NAGARA is also available at  
[www.nagara.org](http://www.nagara.org).

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