



Memo

Date: December 2, 2019
To: All chancery employees
From: The Office of Archives and Records
Re: Email and records management training

The Office of Archives and Records is holding our quarterly Email and Records Management Training on **Monday, December 9, from 10 to 11:30 a.m. in Grand Hall A.**

Email and Records Management Training is mandatory for new employees, and we will be reaching out to them directly.

This training is open to all related AOA entities, such as Catholic Charities, GRACE Scholars, etc.

We will focus on:

- Records Retention
- Records Destruction
- Best Practices on Electronic and Paper Filing
- Email Management
- Email Etiquette
- Tech Tips

Please contact Mandy Ryan at aryan@archatl.com to register.