



# Tribal Request for Records Management Training

The Office of Trust Records offers records management (RM) training:

- Tribal Records Briefing-Basic records management overview.
- Tribal Records Management Program-Managing Tribal records.
- Vital Records-How to identify records vital to Tribal operations.
- Electronic Records-Management of electronic records.
- Workshops-Variou workshops on records management practices such as labeling and filing.

## **Requesting Training**

Send a request by electronic mail to:

OST\_OTR\_RM\_Technical\_Assistance@ost.doi.gov, or by mail to the OTR Director, 4400 Masthead NE, Albuquerque, NM 87109.

The request should contain the requester's name, title, date, program office, telephone and email address, and the Tribal name and address. Include the type of records management training needed.

To contact your Regional Records Liaison, go to the OST Public Website at <http://www.doi.gov/ost/index.cfm> and navigate to Records Management.



**OFFICE OF TRUST RECORDS**  
**Indian Affairs Records**  
**Management Program**