

Records and Information Management Training Calendar

This calendar describes information management (IM) courses offered by the Records and Information Management Branch, Service Alberta and the Government of Alberta.

The records and information management training offerings support the implementation of the corporate Information Management Framework and are in compliance with the records management requirements established under the Records Management Regulation.

In order to be eligible to register for information management training, you must be a Government of Alberta (GoA) employee.

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Who to Contact

Records Scheduling System (RSS) User
Training

Records and Information Management
Branch
Service Alberta
Phone: (780) 427-3959
Fax: (780) 422-0818
keith.woolridge@gov.ab.ca

RM, IRIS and GAEA courses
<http://www.goalearningcentre.gov.ab.ca/>

The GoA Learning Centre
Phone: (780) 644-2222
Fax: (780) 422-0856
GOA.training@gov.ab.ca

**Information security awareness and
information risk management courses**
www.security.gov.ab.ca

Corporate Information Security Office
Service Alberta
ciso@gov.ab.ca

**Freedom of Information and Protection of
Privacy (FOIP) legislation training**
<http://foip.alberta.ca/>

Information Coordinator
Access and Privacy
Service Alberta
Phone: (780) 427-3950
Fax: (780) 427-1120
karen.hesson@gov.ab.ca

The Records Scheduling System (RSS) is a web-based application that captures Records Retention and Disposition Schedule information. It manages the workflow between the various stakeholder groups involved in creating or approving schedules. All information related to a schedule is retained in RSS including the archival appraisal, opinions, signatures, scanned external documents or electronic document files. The Records and Information Management Branch, Service Alberta, offers two RSS courses.

RSS Schedule Creator Training

Objectives:	In the session you will learn about: <ul style="list-style-type: none"> • searching for schedules in RSS • schedule creation data entry requirements • requesting feedback • how to amend approved schedules
Audience:	Records analysts involved in the schedule creation process.
Pre-requisites:	None
Instructor:	Records and Information Management Branch Staff, Service Alberta
Cost:	None
Location:	14 th Floor Training Room, Commerce Place, 10155-102 St., Edmonton
Time:	9:00 – 12:00 noon
Dates:	(scheduled as needed)
Registration:	Contact Keith Woolridge, at (780) 427-3950 or keith.woolridge@gov.ab.ca

RSS Senior Records Officer (SRO) Training

Objectives:	Senior Records Officers (SRO) are responsible for submitting schedules in RSS as part of the schedule review and approval process. The SRO must obtain the Records and Information Management Branch's review, opinion requests, archival appraisal, signatures, secretariat review and ARMC approval.
	In the session you will learn about: <ul style="list-style-type: none"> • schedule creation in RSS • requesting review and opinion feedback, archival appraisal and signatures • the process for obtaining ARMC approval • transferring and canceling schedules • the schedule amendment process • printing management reports
Audience:	Senior Records Officers
Pre-requisites:	None
Instructor:	Records and Information Management Branch Staff, Service Alberta
Cost:	None
Location:	14 th Floor Training Room, Commerce Place, 10155-102 St., Edmonton
Time:	9:00 – 11:00 am
Dates:	(scheduled as needed)
Registration:	Contact Keith Woolridge, at (780) 427-3950 or keith.woolridge@gov.ab.ca

The following Service Alberta courses are administered by The GoA Learning Centre, Corporate Human Resources.

Records Management and Related Courses

- Records Management Orientation (AC0290)
- Managing Active Records (AC0291)
- Records Disposition (AC0292)
- Records Disposition – IRIS (AC0730)
- Managing Information at Work

Government of Alberta Enterprise Architecture (GAEA) Courses

The GAEA courses are intended for information and communications technology professionals and cover topics such as:

- EA Overview (AC0493)
- Content Review: Implementing the ICT Strategy (AC0494)
- Practical Architecture Management (AC0495)
- Business Architecture (AC0706)

To learn more about these courses and how to register, visit the GoA Learning Centre web site at <http://www.goalearningcentre.gov.ab.ca/>. Find the latest course listings and register online by logging onto the MyAgent web site as follows:

- Logon into MyAgent at <https://www.myagent.gov.ab.ca>
- Select *Training and Development*, then *View/Request Training*
- Enter a keyword in *Course Name* and click on the *Search* button to view the desired course.

Examples of keywords: **Records, IRIS, Information, GAEA**

For further information contact:

The GoA Learning Centre

Phone: (780) 644-2222

Fax: (780) 422-0856

GOA.training@gov.ab.ca

Corporate Information Security Learning Centre

This web site provides an employee handbook and an online e-course which outlines key elements of information security and the responsibilities of employees and contractors in this area.

For further information, visit www.security.gov.ab.ca or contact:

Corporate Information Security Office

Service Alberta

ciso@gov.ab.ca

Freedom of Information and Protection of Privacy (FOIP) Training

The Access and Privacy Branch of Service Alberta provides Freedom of Information and Protection of Privacy (FOIP) training to support government and local public bodies in the effective administration of the FOIP legislation. Course information is available in the Training for Public Bodies section of the FOIP web site at foip.gov.ab.ca or contact:

Information Coordinator
Access and Privacy
Service Alberta
Phone: (780) 427-3950
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karen.hesson@gov.ab.ca