# Sharing records management training resources: Riding the rising tide of open educational resources (OERs) to solve our common training issues



# **Common training needs**

Every organization with a records management program needs to train staff on how to properly manage records. Training ranks at the top of RM concerns for most organizations (e.g. Jin 2016). As a common need across organizations, I propose that we have significant opportunities for collaborating on and sharing training resources. Existing supports like open educational resources (OERs) and Creative Commons licensing, which are increasingly used in post-secondary and distance education, can assist in the goal of increasing RM knowledge across our organizations.

# What are OERs?

OERs are "open educational resources" that are freely available online for everyone to use and include:

•	quizzes lesson plans

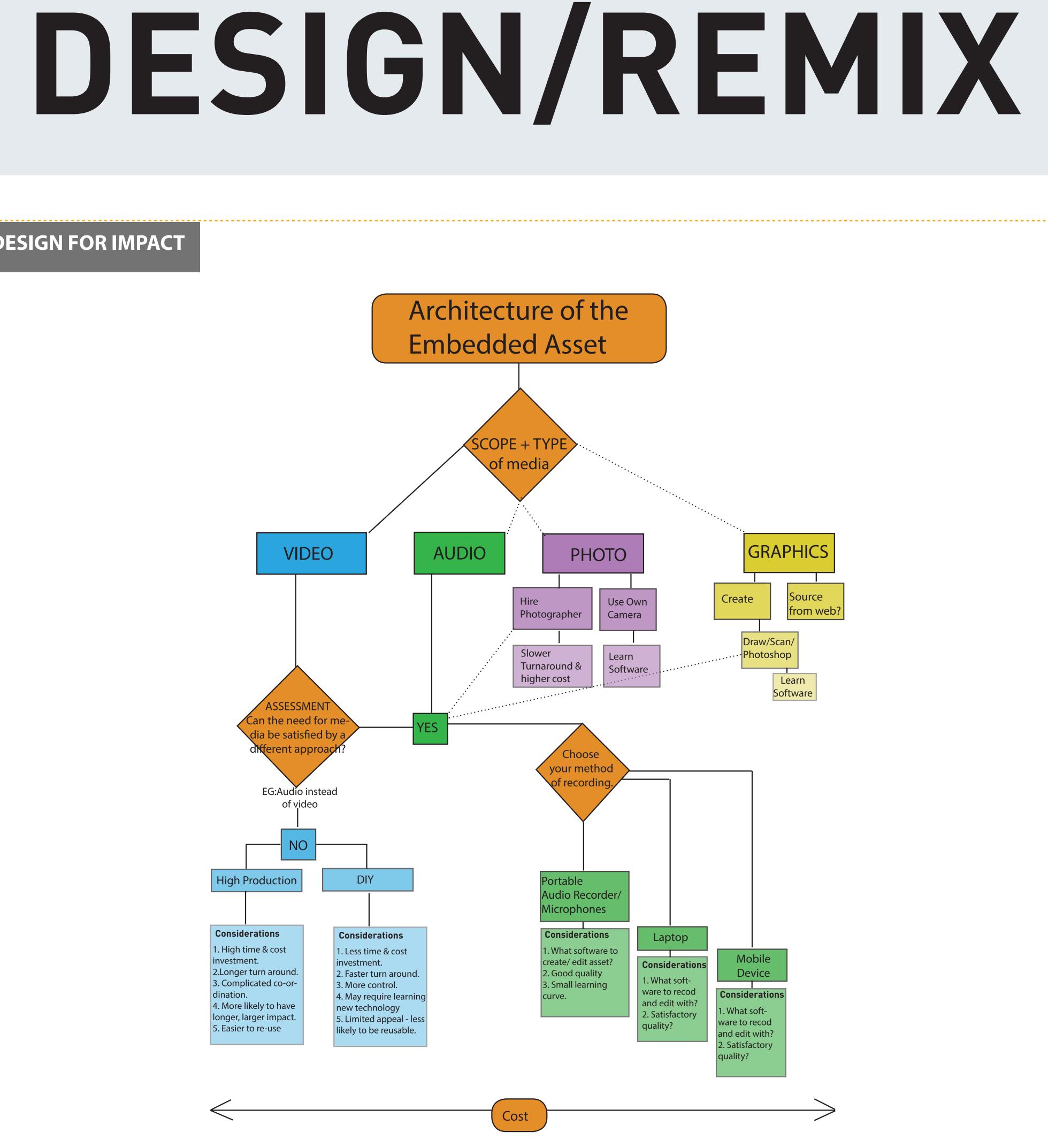
# **DESIGN FOR IMPACT**



**Remix:** The original or revised content can be combined

with others in its original, revised or remixed form

textbooks online courses



# How do you use OERs?

Start by looking for OERs that are already available and adapt them to your needs. If you find none, design your own OERs that others can alter. Considerations like intended audience, longevity of the content, delivery and distribution plans, and media durability will impact the design of the tool and may increase or decrease its likelihood of being reused by other institutions. See the Design for Impact model above for help.

# References

Creative Commons. 2015. "What is OER", available at: https://wiki.creativecommons.org/wiki/What is OER%3F (accessed 31st July 2015). Jin, S. 2016. "Records Management in Canadian Universities: A Sabbatical Report". Queen's University Archives.

# SIMON FRASER UNIVERSITY ENGAGING THE WORLD



How do you find or share OERs? Find RM training resources on Wisc-Online, OER Commons, or SFU Summit including several audio and graphic OERs created by SFU's Archives and Records Management Program. OERs are often, but not always, explicitly licensed under an open license to facilitate easy sharing and reuse, such as Creative Commons licenses. Apply an open license to your own training resource, and contribute it to an OER repository.

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# DISTRIBUTE

www.oercommons.org

wisc-online.com

Episode 01: What is a University Record? Episode 02: How to read a retention schedule Episode 03: How to name digital files

What should I keep? Naming conventions Minimum metadata requirements

Introduction to Records Management: Types of Records Applying ARMA Rules to Business Filing

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