



RECORDS COORDINATOR
ALL-HANDS
DECEMBER 12, 2023

NORTH
Dakota
Be Legendary.

Information Technology

Agenda

- Records Management in SharePoint
- News from Records Management
- Questions

Guest Presenter

David Becker, Compliance Officer
ND Health and Human Services

Outline:

- Historical Perspective of HHS RM Program
- Compliance Officer Position
- SharePoint Project
- Records Systems Migration
- Challenges and Lessons Learned

News from Records Management

- RCN 600603 for I-9 Forms added to ND General Schedule
- Retention Codes Cleanup Project
- Program Reviews Update
- Disposal Deadlines
- Forms Inventories Due 12-31
- Next Meeting: March 2024
 - Please send us any topic or guest speaker suggestions!

Questions?

Contact NDIT Records Management:

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Visit our website: [Records Management | \(nd.gov\)](#)