

Records Management Training

These online materials provide some general guidance on Records Management and best practices for Victoria University faculty and employees.

Customized training is available to all Victoria University staff and faculty! Please contact the Records Manager/Archivist to make arrangements for group or on-on-one training sessions.

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1. [What Is Records Management?](#)
2. [In-Office Storage Guidance](#)
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4. [Electronic File and Folder Naming](#)
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