

Records Management Intern

Division/Unit: Legal Affairs/Records Management	Supervisor: Kristin Justham
Number of Interns Needed: One	Preferred Education Level: Undergraduate/Graduate. Current MLS candidates preferred.
Background on Project: In 2015, New York City Emergency Management (NYC EM) migrated records from Accutrac, the previous records management system, to NYC EM's new system, Documentum. In order to ensure proper tracking of records held by NYC EM and to adhere to the agency's retention schedule, all of the records from Accutrac must be accounted for by cross checking the entries for records in Documentum with those in the NYC EM records room and storage area.	
Description of Project/Intern Responsibilities: The intern will be tasked with going through Documentum to locate records that were imported from Accutrac, which will be discernible by the date they were imported into the new system, and determine if those records still exist in the records room or another storage area, noting their physical location should they exist, or if they have been disposed of and should be marked by the records manager as destroyed so as to create an accurate audit trail for all records.	
<u>THIS IS AN UNPAID INTERNSHIP.</u>	
Requirements/Special Skills Needed: Familiarity with databases, particularly records management systems. Ability to lift, store and retrieve boxes of records weighing up to 40 lbs. The intern would be expected to work a minimum of 8 hours per week.	
The intern will be required to enter into a Non-Disclosure/Confidentiality Agreement due to the nature of many of the records at NYC EM.	
Intern Safety: Will the intern be required to leave NYC EM's main building during his/her internship? Yes No x	
If "yes", please provide details (how often will they be required to leave the building, what will be the nature of the work performed, what mode of transportation will be used, etc.):	
If "yes", intern will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at NYC EM and in the field.	

Interested Applicants:

E-mail resume and cover letter to: jobs@oem.nyc.gov

Mail to: HR Coordinator

NYC Emergency Management

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