

## Training Materials from WeComply

ACC's Exclusive Alliance Partner for Compliance Training

- ***Classroom Training:*** A PowerPoint version of this course is available free to ACC members through the [ACC Compliance Training Portal](#).
- ***Online Training:*** An interactive, trackable and customizable version of this course is available at a discounted rate for ACC members through [WeComply](#).

Get the PowerPoint File

Get a FREE Online Preview

### Record Management Course Summary

This 25-minute course explains the basic principles of record management in simple, understandable terms. Our online version includes pop quizzes, news clippings and a final quiz highlighting real-world compliance issues that employees should learn to recognize and deal with appropriately. The topics covered in the course include —

- Our records
- What are "records"?
- Who reads our records?
- Electronic communication
- Creating accurate records
- Legal requirements
- Purpose and scope of policy
- Suspension of record destruction
- Record disposal
- Related issues

For more information, please contact WeComply toll-free at 866-WeComply (866-932-6675), via email at [sales@wecomply.com](mailto:sales@wecomply.com), or on the web at [www.ACC.com/compliance](http://www.ACC.com/compliance)