

Tracy Rhodes earned her Associates Degree in Medical Administration in 2008, a Bachelor's Degree in Management in 2010 and in 2012 a Masters of Management with a heavy emphasis on Communications.

Tracy comes from a very diverse background and has experience in working with numerous types of records including medical records, non-profit organizational records and Federal records. Tracy is a CRM candidate and is National Archives & Records Administration (NARA) certified.

Previously she served as Director of New Haven Ministries Family Center, working with community leaders and government agencies that assist the homeless and is serving as Secretary of the Board. Additionally, she took great enjoyment in assisting residents in reaching long term educational goals. She was very active in teaching classes and preparing the residents to reenter the job market as viable candidates for employment.

Currently, Tracy works as a Records Analyst for Sandia National Laboratories. As part of her responsibilities as a Records Analyst, she oversees the Inactive Records Storage which encompasses over 40,000 boxes of legacy records in a large array of media types and two employees. She manages all Corporate Forms and works with other Records Analysts to ensure records retention and disposition schedules are being followed. Tracy is heavily involved in training and outreach efforts for the Labs. This includes new hire orientation and Inactive Records Storage training sessions. Tracy is also the Work Planner for the Recorded Information Management Department and is on the committee to roll out Engineered Safety lab-wide. Being involved in so many aspects of records management allows Tracy to maintain a strong relationship with stakeholders, both internal and external to the Labs, to ensure records are protected and handled according to the governing expectation.