



State of Michigan Records Management Services

Imaging and Document Management Solutions

Technology presents endless possibilities to gain efficiencies in the workplace. Retrieving documents and information with just a few clicks, collaborating on projects from virtually any location, and sharing information instantly are just a few of the benefits of document management solutions. **These solutions are available to government agencies, but which technology will really meet your needs and lower your costs?**

This class will discuss the solutions that are available and the steps involved in moving to a digital environment.

Who should attend? Employees assigned the task of finding cost-effective ways to manage records and information using technology.

Register Online Today!

This 2-hour class is **free**. Just select the date on the registration form that works best for you. Pre-registration is required to ensure adequate space for attendees. Walk-ins will be accepted if space is available. Register online at:

<http://www.surveymonkey.com/s/XFVMZMB>

Please contact the Records Management Services at 517-335-8222 if you have any questions about this workshop. Thank you.

<http://www.michigan.gov/recordsmanagement/>