



State of Michigan Records Management Services

Records Management Training: An Introduction for Local Governments

Good Records Management is Good Government

Everyday Michigan citizens use the records managed by more than 2,300 units of local government. All local government employees who create and maintain official government records have records management responsibilities. This course covers issues including records management laws, retention and disposal schedules, records maintenance, e-mail retention, digital imaging, preservation of historical records and more.

Who should take this class? Local government officials working for counties, cities, townships, courts, regional authorities and school districts, including clerks, treasurers, law enforcement, fire, building and planning, attorneys, information technology, finance, human resources, librarians, school officials, etc.

Take the Class Online Today!

Step 1: [Click this link to print out a copy of the slides used in the presentation.](#)

Step 2: [Click this link to start the video \(1 hour\).](#)

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/>