



State of Michigan Records Management Services

How to Manage Records

Can't Find Your Records?

Good recordkeeping systems make retrieval of information faster and easier.

This class will cover best practices for managing both paper and electronic records. Topics will include: organizing records, storing records, destroying records, risk management, record clean-up and more.

Who should attend? Government employees with recordkeeping responsibilities for shared filing systems.

Register Online Today!

This 1-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/RNS9ZCQ>

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

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