



State of Michigan Records Management Services

Managing Filing Systems: Best Practices for Paper and Electronic Records

Can't Find Your Records?

Organized filing systems help employees find the records they need quickly and easily.

This class will cover best practices for managing both paper and electronic filing systems. It will address the selection of filing schemes and filing equipment. There will be hands-on class exercises to help attendees learn how to turn the principles of filing into everyday practices.

Who should attend? As filing systems become increasingly electronic and decentralized, all state employees need to understand the best methods for organizing their records.

Register Online Today!

This 90 minute workshop is **free**. Just select the date and location 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 workshop. Thank you.

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