

Records Management Workshop: 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. As the 2005 hurricane season has demonstrated for the residents in the effected area, the loss of local government records creates many challenges. Buying and selling land, solving criminal cases, and receiving health care were just a few of the services which were challenged by the loss of records. Fulfilling basic administrative, fiscal, and legal functions of government was severely impacted by the loss of or damage to local records.

This **free** workshop will provide an introduction and overview of records management responsibilities of local governments.

Who should attend? 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.

Certificates of Completion are available upon request.

Course Outline

Part I: Introduction to Records Management

- Laws
- Retention and Disposal Schedules
- Inactive record storage
- Confidential records destruction
- Disaster preparedness and response

Part II: Preservation

- Archives of Michigan
- Storage environments and conservation supplies
- Depository agreements
- Disaster Preparedness

Part III: E-mail Retention

- Liabilities
- Categories of e-mail
- Responsibilities
- Storage options

Part IV: Record Reproduction

- Laws, standards and best practices
- Microfilming
- Digital Imaging
- State of Michigan master contracts

Register Online Today!

Date:	May 12, 2009	June 16, 2009
Time:	1:30 – 3:30 p.m.	10:00 a.m. - noon
Location:	Michigan Library and Historical Center—Forum 702 West Kalamazoo, Lansing	Cadillac Place, room L-150 3026 W. Grand Blvd., Detroit

Registration: These workshops are **free**. 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.aspx?sm=Rkzz_2foIQ7ULfWY7cYKMTIA_3d_3d

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/>