

# 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** 3-hour 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 and school districts, including clerks, treasurers, law enforcement, fire, courts, building and planning, attorneys, information technology, finance, human resources, librarians, school officials, etc.

## 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!

<b>Date:</b>	August 9, 2007	September 17, 2007
<b>Time:</b>	1:00 – 4:00 p.m.	1:00 - 4:00 p.m.
<b>Location:</b>	State Office Building, 2nd floor conference room 305 Ludington Street, Escanaba	Michigan Library and Historical Center—Forum 702 West Kalamazoo, Lansing

**Registration:** This workshop is **free**. Pre-registration is required. The workshop will be offered twice, so you can select the date and location that works best for you. Workshop sessions are available on a first-come first-serve basis, so register early. Walk-ins will be accepted if space is available. Register online at: <http://www.surveymonkey.com/s.asp?u=48733888084>

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/>