

**State of Michigan
Records Management Services
Live Training Calendar**

Note: Click on the class title to register.

Date	Day of the Week	Time	Location
<u>Basic Records Management</u>			
March 13, 2017	Monday	9:30 - 10:30 a.m.	MLHC Forum, Lansing
June 15, 2017	Thursday	9:30 - 10:30 a.m.	MLHC Forum, Lansing
<u>How to Manage Records</u>			
March 13, 2017	Monday	11:00 a.m. - noon	MLHC Forum, Lansing
June 15, 2017	Thursday	11:00 a.m. - noon	MLHC Forum, Lansing
<u>Imaging and Document Management Solutions</u>			
March 13, 2017	Monday	1:00 - 3:00 p.m.	MLHC Forum, Lansing
June 15, 2017	Thursday	1:00 - 3:00 p.m.	MLHC Forum, Lansing
<u>HP Records Manager 101</u>			
March 14, 2017	Tuesday	10:00 a.m. - noon	Romney Building, Lansing
<u>HP Records Manager 201</u>			
TBD			
<u>HP Records Manager Local Coordinator</u>			
TBD			
<u>HP Records Manager Workflow Design</u>			
TBD			
<u>HP Records Manager Mass Records Retrieval</u>			
TBD			

Locations and Parking:

Michigan Library and Historical Center building, 702 W. Kalamazoo, Lansing, Forum is located on the 1st floor [<http://www.michigan.gov/dnr/0,1607,7-153-54463-51058--,00.html>]

Romney Building 5th floor, T2 Training Room. Attendees must have a State of Michigan ID to enter the Romney Building, which is located at the corner of Michigan and Capitol Avenues. There is metered parking on both Michigan and Capitol Avenues, and there are public parking ramps on Allegan Street at Capitol and Townsend.

Online Training:

Records Management Services offers a variety of [online training](#) that can be taken at any time. No registration is required.

More information about these and other services is available from the [DTMB Service Catalog](#).