



*State of Michigan  
Records Management Services  
Training Calendar*

Note: Click on the class title to access the online registration form.

Date	Day of the Week	Time	Location	Status
<b>Basic Records Management for State Employees</b>				
December 7, 2009	Monday	9:30 - 10:30 a.m.	MLHC Forum, Lansing	
March 9, 2010	Tuesday	9:30 - 10:30 a.m.	MLHC Forum, Lansing	
<b>Managing Filing Systems [state employees only]</b>				
December 7, 2009	Monday	1:30 - 3:00 p.m.	MLHC Forum, Lansing	
March 9, 2010	Tuesday	1:30 - 3:00 p.m.	MLHC Forum, Lansing	
<b>Basic Records Management and Archives for Local Governments</b>				
December 9, 2009	Wednesday	1:30 - 3:30 p.m.	MLHC Forum, Lansing	

**Maps and Parking:**

Michigan Library and Historical Center, Lansing

[http://www.michigan.gov/hal/0,1607,7-160-17445\\_19273-51058--,00.html](http://www.michigan.gov/hal/0,1607,7-160-17445_19273-51058--,00.html)

Cadillac Place, Detroit

[http://www.michigan.gov/documents/wca\\_map\\_detroit\\_parking\\_153857\\_7.pdf](http://www.michigan.gov/documents/wca_map_detroit_parking_153857_7.pdf)

**Free Online Training:**

E-mail Retention Training

[http://www.michigan.gov/documents/hal/mhc\\_rm\\_email\\_class\\_175020\\_7.pdf](http://www.michigan.gov/documents/hal/mhc_rm_email_class_175020_7.pdf)

Basic Records Management for State Employees (video version)

[http://www.michigan.gov/documents/hal/mhc\\_rm\\_state\\_workshop\\_video\\_260295\\_7.pdf](http://www.michigan.gov/documents/hal/mhc_rm_state_workshop_video_260295_7.pdf)

Versatile User Training

<http://connect.michigan.gov/portal/binary/com.epicentric.contentmanagement.servlet.ContentDeliveryServlet/hal/Programs/RMS/Training/Versatile%2520training.ppt>