



*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*
Introduction to Records Management and Versatile [state employees only]			
June 13, 2012	Wednesday	10:00 a.m. - noon	State Records Center
August 14, 2012	Wednesday	10:00 a.m. - noon	State Records Center
Basic Records Management [state employees only]			
June 5, 2012	Tuesday	9:00 - 10:00 a.m.	MLHC Forum, Lansing
September 20, 2012	Thursday	9:00 - 10:00 a.m.	MLHC Forum, Lansing
Managing Filing Systems [state employees only]			
June 5, 2012	Tuesday	10:30 - 11:30 a.m.	MLHC Forum, Lansing
September 20, 2012	Thursday	10:30 - 11:30 a.m.	MLHC Forum, Lansing
Imaging and Document Management Solutions [state employees only]			
June 5, 2012	Tuesday	1:30 - 3:30 p.m.	MLHC Forum, Lansing
September 20, 2012	Thursday	1:30 - 3:30 p.m.	MLHC Forum, Lansing
Basic Records Management and Archives for Local Governments			
TBA: online video is now available--see link below			

***Maps 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>

State Records Center is located at 3400 N. Grand River, Lansing (less than 1 mile east of the airport). Parking is free.

Free Online Training:

E-mail Retention Training

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

Basic Records Management for Local Government (video version)

http://www.michigan.gov/documents/dmb/rms_localrmworkshoponlineflyer_339127_7.pdf

Versatile User Manual (state employees only)

<http://inside.michigan.gov/wr/SOM-WR-Docs/Versatile%20User%20Manual.pdf>