



State of Michigan Records Management Services

Introduction to Records Management and Versatile Class

This class combines the **Basic Records Management** and **Versatile User Training**. Attendees will learn about Retention and Disposal Schedules, best practices for recordkeeping, Records Center procedures, and will receive click-by-click Versatile user instructions.

Who should attend?

This class will be beneficial to both novice and experienced Versatile users. Individuals who want to learn more about records management, but do not need to use Versatile, should take the Basic Records Management class that is offered quarterly in Lansing and that is available anytime online.

Note: due to budget cuts, individuals will need to provide their own printed handouts.

Register Online Today!

This 2-hour workshop is **free**. Just select the date on the registration form that works best for you. 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/XK92WNF>

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/>