



# State of Michigan Records Management Services

## Basic Records Management

### Good Records Management is Good Government

**Are your file cabinets overflowing? Is your computer's file server full? Has your e-mail account reached its limit? Is there a pack rat in your office? Does your office have historical records it wants to protect? Are FOIA, litigation, privacy and audits a challenge for your office?**

All government activities generate records. Records exist in a wide variety of formats including paper, microfilm, photographs, e-mail, databases, etc. Employees should be able to find the records they need to do their work quickly and easily. It is important to dispose of records that have fulfilled their retention requirements so they do not waste space, make it harder to find important information, and become a liability. In addition, records with long-term and historical value need to be protected and preserved. This class will provide an introduction and overview of the records management responsibilities of government employees.

**Who should attend?** All government employees need to understand their responsibilities for properly managing records in accordance with Michigan laws.

### Register Online Today!

This 1-hour class 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/J56MQN2>

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/>