State of Michigan
Records Management Services

Basic Records Management for State Employees

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 workshop will provide an introduction and overview of the records management responsibilities of state employees.

Who should take this class? All state employees need to understand their responsibilities for properly managing records in accordance with Michigan laws.

Take the Class Online Today!

Step 1: Click this link to print out a copy of the slides used in the presentation.
Step 2: Click this link to print out a copy of General Schedule #5.
Step 3: Click this link to start the online presentation.

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/