



Host a Records Management Workshop!

What is hosting a records management workshop all about?

Analysts from the Texas State Library and Archives Commission are available to travel across the state of



*Baytown Community Center
1-day workshop in June 2010*

Texas to provide records management training. By partnering with records managers in local governments, we are



*Brownsville Events Center
2-day workshop in January 2010*

able to offer 1- or 2-day regional workshops on a variety of relevant records management topics.

What topics are covered in these workshops?

The topics covered in our workshops can be

tailored to meet your needs. We are usually able to cover 2 topics during a 1-day workshop; 4 topics during a 2-day workshop. Analysts are able to present instruction on the following topics (topic descriptions can be found on the insert included with this brochure):

- ☼ Introduction to Records Management
- ☼ Managing Electronic Records
- ☼ Emergency Preparedness
- ☼ Improving Shared Drives and Filing Systems
- ☼ Archival Records Basics

What will the State Library need from your organization?

To host a workshop in your area, we ask you to be prepared to provide:

- ☼ Participants from your government or other local governments: at least 30 participants for a 1-day workshop, or 50 participants for a 2-day workshop
- ☼ A training venue with adequate seating and tables for note-taking
- ☼ Advertising for the training through word-of-mouth, email, etc.
- ☼ Projector screen
- ☼ Preferred: Audiovisual equipment (computer, speaker, projector)

What will the State Library provide?

The State Library will provide:

- ☼ Instructors
- ☼ Course materials (slide presentation, class books, exercises, and appendices)
- ☼ Registration and billing
- ☼ A flyer to be used to advertise the training
- ☼ Announcements on our blog, The Texas Record, and our TX-RML list serv
- ☼ Audiovisual equipment, if unavailable at the training site



The registration fee for each workshop participant is \$40 for a one-day; \$60 for a two-day (pricing subject

to change). Please note that instructor availability is governed by scheduling and budgeting considerations.

How to schedule a workshop?

Please contact us at (512) 463-7610 or slrminfo@tsl.state.tx.us to discuss hosting a workshop in your region.

Benefits of hosting a regional workshop

- Your organization will save money by not having to pay travel costs
- More of your staff can participate in the training – our training room in Austin only holds 28 people, so local governments can include more staff in the training when it's hosted at a local facility
- Networking opportunities – your staff can network and share best practices with other local governments in their area
- The training can be tailored to better fit the needs of your organization

Not practical to host a workshop in your area?

Regardless of the benefits, sometimes hosting a workshop is impractical. If this is the case, we still have you covered!

Groups of up to 28 are welcome to reserve our comfortable, state-of-the-art Learning Center in the Lorenzo de Zavala

State Archives and Library Building on the Capitol Complex in Austin.



The Learning Center in the Lorenzo de Zavala State Archives and Library Building



Lorenzo de Zavala Building

1201 Brazos Street – Austin, Texas 78701

www.tsl.state.tx.us/slrm/blog/

Phone

512-463-7610

Hours of Operation www.tsl.state.tx.us

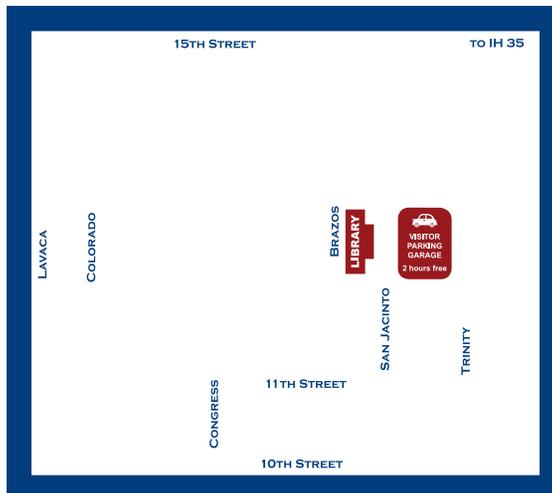
Monday–Friday www.twitter.com/tslac

8:00am–5:00pm www.facebook.com/tslac

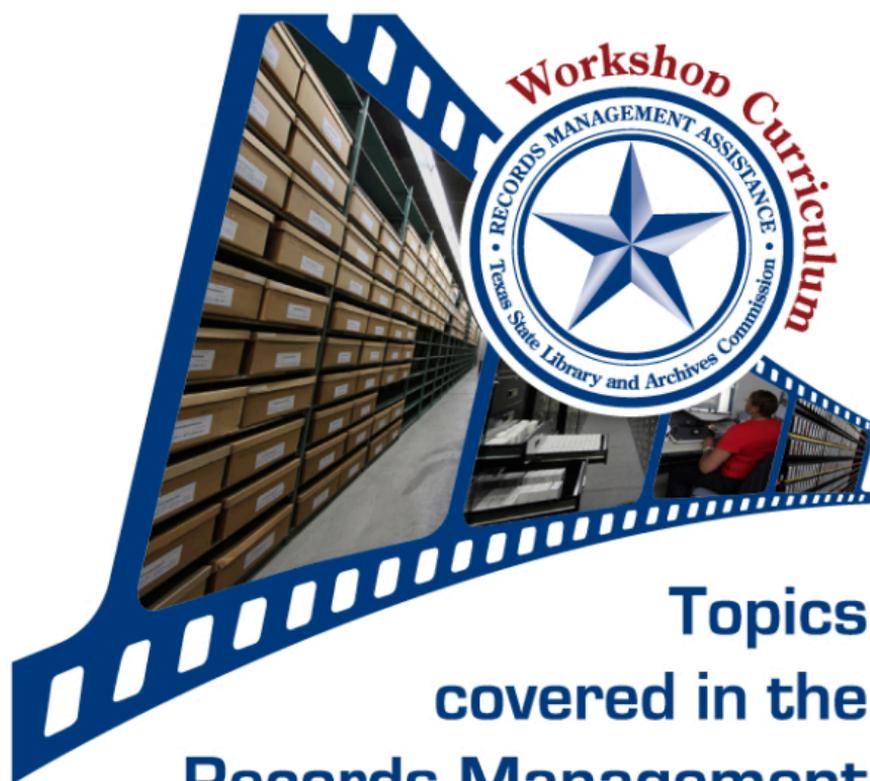
Comments regarding our programs and our services may be addressed to:

Director and Librarian
P.O. Box 12927
Austin, TX 78711-2927

To support the
*Texas State Library
and Archives Commission*
visit the *Friends of Libraries and
Archives of Texas* at
www.texaslibraryfriends.org



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Topics covered in the Records Management Workshops provided by the Texas State Library and Archives Commission

Introduction to Records Management

Learn why records management is important and required, what constitutes a record, how to ensure you are in compliance and how that benefits your organization, ways to ensure you have an active and continuing program, tips on outsourcing and valuable resources for you and your records management program.

Managing Electronic Records

Learn how to apply records management principles to electronic records. This course looks at the definition of electronic records (e-records), applicable laws and rules with corresponding best practices and recommended standards and procedures. It also discusses email, digital imaging, and social media, and how to address the various

challenges of these types of e-records and how to best manage them.

Emergency Preparedness

Learn how to identify, protect, and ensure access to your essential records, the records necessary to continue operations in the event of an emergency. The course will also cover how to prepare, respond to, and recover from a records emergency.

Improving Shared Drives and Filing Systems

This class provides an overview of files management, characteristics of good filing systems, common filing problems, and a six-step program to improving your paper filing system. The course offers strategies and best practices for managing shared drives and developing email file plans.

Archival Records Basics

Learn the basics of protecting records from deterioration and loss through climate control, proper handling, and security, how to appraise records for historical value, how to begin establishing a formal archives program, and where to find funding for preservation and digitization.

Phone

512-421-7200

Hours of Operation

Monday–Friday
8:00am–5:00pm

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State Library
and Archives
Commission