Learn how to apply records management principles to records through face-to-face instruction and hands-on activities.

Summary of course content:

- **Basics/Fundamentals**: Examine the legal framework of records laws and retention rules, definition of a local government record, and learn how to read and use a retention schedule.
- **Compliance**: Review the compliance filing requirements within the Local Government Records Act to ensure that your office has a records management plan and designated officer.
- **Inventory & Storage**: See the steps involved in conducting an inventory and understand the storage standards for permanent records.
- **Emergency Basics**: Learn why certain records are important during emergencies, identify risks and how to ensure records are protected.
- **Disposition**: Understand the purpose and benefits of disposition, learn about approved destruction methods, and recognize when a record cannot be destroyed.

Learning Objectives:

After attending this course, students will be able to:

- Know what is and is not a local government record and use a records retention schedule.
- Meet the compliance requirements within the Local Government Records Act.
- Assess whether an inventory is necessary and how to get started. Protect and properly store records with long retention periods.
- Identify essential records, learn mitigation strategies to protect records, and be familiar with steps to take after a disaster and damage occurs.
- Know about the different types of disposition and be aware of potential destruction holds.
- Compare the pros and cons of outsourcing records management.
- Learn about more services offered by TSLAC.
- Have an action plan when you return to the office.

Who Should Attend?

Local government Records Management Officers, elected county officials, and other local government employees involved in the management of electronic records

Course Credit

Attendees will receive a Certificate of Completion for **6.0 hours** of instruction.