In this interactive workshop, you'll learn how to apply records management principles to electronic records through face-to-face instruction and hands-on activities.

Summary of Course Content:

- **Retention:** Examine the definition of "electronic record" and discuss how TSLAC's Local Retention Schedules apply to electronic records. Learn tips for managing social media and email records.
- **Access:** Identify the challenges of retaining longer-term records and explore methods for ensuring access to them despite advances in technology.
- **Arrangement:** Explore ways to organize information for more efficient retrieval, such as establishing naming conventions, and walk through an overview of how to clean up a network shared drive.
- **Action:** Discuss the importance of establishing electronic records polices and providing training to other office personnel.

Learning Objectives:

After attending this course, students will be able to:

- Apply fundamental records retention principles to the management of electronic records.
- Organize email and other digital information in a way that facilitates retrieval.
- Understand challenges of long-term preservation of electronic records and determine appropriate methods for ensuring access.
- Create and implement electronic records management policies and training programs.

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.

Prerequisites:

Attendees will be expected to have a basic familiarity with records management terms and principles, such as:

- The definition of a local government record.
- The role and responsibilities of a local government Records Management Officer.
- How to utilize a records retention schedule to determine the retention and disposition of local government records.