Learn how to apply basic records management principles to records in a remote training webinar.

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. Learn tips for managing email records.

- **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 paper and electronic records. Explore ways to get started with digitization and identify the challenges of retaining longer-term records and explore methods for ensuring access to them.

- **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.
- Know about the different types of disposition and be aware of potential destruction holds.
- Compare the pros and cons of outsourcing digitization.
- Learn about more services offered by TSLAC.

Who Should Attend?
Local government Records Management Officers, elected county officials, and other local government employees involved in the management of paper and/or electronic records.

Course Credit
Attendees will receive a Certificate of Completion for **3.0 hours** of instruction.