



**SLRM**  
STATE AND LOCAL  
RECORDS  
MANAGEMENT

**City of Greenville  
Records Management Workshop  
September 11, 2024  
8:30 am – 4:00 pm**

**Texas State Library and Archives Commission is pleased to partner with City of Greenville Police Department to provide this training workshop.**

**Course: Introduction to Records Management**

Learn how to apply records management principles to records through face-to-face instruction and hands-on activities. Full description available [here](#).

**Only 30 spots available – Register now!**

**Contact & Registration Information**

- Register by completing the [workshop registration form](#).
- Registration deadline is **Friday, August 23, 2024**.
- Registration for the 1-day workshop is **\$36 per person** and will be billed to your government after the training. **We do not accept prepayment.**
- Cancellations must be received in writing by **Wednesday, August 28, 2024**. To cancel, contact TSLAC by email: [rm\\_trng@tsl.texas.gov](mailto:rm_trng@tsl.texas.gov).



**Class Schedule**

**Wednesday, September 11, 2024**

<b>8:00 – 8:30 am</b>	<b>Check-In</b>
<b>8:30 – 11:30 am</b>	<b>Class</b>
<b>11:30 am – 1:00 pm</b>	<b>Lunch Break (on your own)</b>
<b>1:00 – 4:00 pm</b>	<b>Class</b>

**Location & Directions**

**City of Greenville Police Department**  
3000 Lee Street, Greenville, TX 75403  
[Click here to map it.](#)

