



Rio Grande Valley Regional Records Management Conference



November 9-10, 2010

Learn the basics of records management in one two-day conference!

The Texas State Library and Archives Commission is very pleased to be partnering with South Texas College to provide this training opportunity. By working together, we are able to provide affordable records management training to the local governments of the Rio Grande Valley.

Class Schedule

8:00 a.m. Sign-In

11:30 a.m. Lunch (on your own)

Control Schedule Basics

Tuesday Morning 8:30 - 11:30 a.m.

Learn how records control schedules are first developed and then put into use to achieve effective, cost-efficient records management. The class will examine how to use your records control schedule to maintain, purge, and dispose of records.

Improving Filing Systems

Tuesday Afternoon 1:00 - 2:30 p.m.

Types and methods of standard filing systems. Includes guidelines for analyzing effectiveness of a filing system, selecting and developing a new one, and improving filing efficiency.

Forms Management

Tuesday Afternoon 2:45 - 4:00 p.m.

Are your forms out of control? Learn how to set up a forms program, design effective forms, and meet accessibility guidelines.

Managing Electronic Records

Wednesday Morning 8:30 - 11:30 a.m.

Boost your expertise in Texas state laws; industry principles, standards, and technologies; and current issues central to managing electronic records.

Disaster Planning

Wednesday Afternoon 1:00 - 4:00 p.m.

Learn how to protect your essential records, the records necessary to continue operation in the event of a disaster. The class will emphasize how state agencies and local governments can fulfill their requirements for COOP planning and vital records protection by creating and maintaining a vital records program.

Registration Information

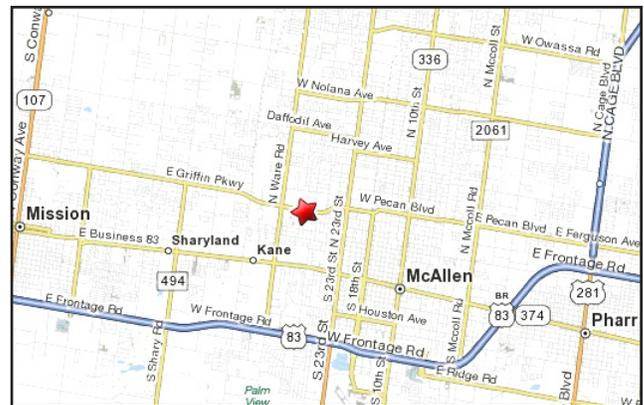
- Register online at www.tsl.state.tx.us/slrm/training by **October 29, 2010**
- Registration for entire 2-day conference is \$25 per person, and will be billed to your government after the conference. **DO NOT PREPAY.**
- Enrollment is limited to 80 people.
- Cancellations must be received in writing by **October 29, 2010**. Otherwise, your government will be charged for the training. To cancel, please contact the Training Coordinator fax: (512) 421-7287, e-mail: rm_trng@tsl.state.tx.us

Directions & Parking

South Texas College
Cooper Center for Communication Arts (L)
3200 W. Pecan Blvd.
McAllen, Texas 78501

Campus Map available online:
http://campuses.southtexascollege.edu/maps/pecan_map.pdf

Handicapped parking is available next to the building. Others may park in any of the lots surrounding the Cooper Center. Temporary permits will be issued to participants during sign-in on first day of training.



Register Online by October 29, 2010
www.tsl.state.tx.us/slrm/training/

If you have questions or require special accommodations, please contact the Training Coordinator: (512) 421-7218 or rm_trng@tsl.state.tx.us