# Host a Records Management Workshop!

Analysts from the Texas State Library and Archives Commission are available to travel across the state of Texas to provide records management training. By partnering with records managers in local governments, we are able to offer 1- or 2-day regional workshops on a variety of relevant records management topics.

## What topics are covered in these workshops?

The topics covered in our workshops can be tailored to meet your needs. Analysts are able to present instruction on the following topics:

- Control Schedule Basics
- Improving Filing Systems
- Managing Electronic Records
- Disaster Planning for Government Records
- Forms Management
- Archival Records Basics

## What does the State Library need from you?

Records Management Basics
for Law Enforcement Agencies
August 31 - September 1, 2010

To host a workshop in your area, we ask you to be prepared to provide:

- Participants from your government or other local governments: at least 30 participants for a 1-day workshop, or 50 participants for a 2-day workshop
- A training venue with adequate seating and tables for note-taking
- Advertising for the training through word-of-mouth, email, etc.
- Projector screen
- *Preferred:* Audiovisual equipment (computer, speaker, projector)

## What does the State Library provide?

The State Library will provide:

- Instructors
- Course materials (slide presentation, class books, exercises, and appendices)
- Registration and billing
- A flyer to be used to advertise the training
- Announcements on our blog, *The Texas Record*, and our TX-RML list serv
- Audiovisual equipment, if unavailable at the training site

The registration fee for each workshop participant is $60 for a one-day workshop or $90 for a two-day workshop. Fees are negotiable if workshop hosts provide printing services (class books should be bound and typically comprise about 175 pages, including appendices). Please note that instructor availability is governed by scheduling and budgeting considerations.

Please contact us at (512) 421-7200 or slrminfo@tsl.state.tx.us to discuss hosting a workshop in your region.

Images (top to bottom): The Baytown Community Center (1-day workshop, June 2010); Magnificent El Paso view (2-day workshop, June 2010), Benbrook Public Library and flyer advertising Records Management Basics for Law Enforcement Agencies workshop (2-day workshop, July-August 2010), Jury Selection Facility in Lubbock (2-day workshop, May 2010), Exterior and interior of the Brownsville Events Center (2-day workshop, January 2010).