



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 state agencies, 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:

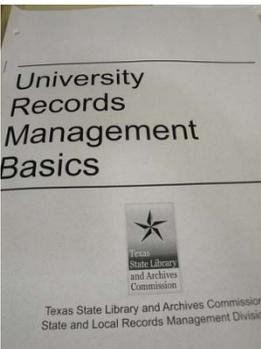
- State Records Retention Basics (or State University Records Retention Basics)
- Improving Filing Systems
- Managing Electronic Records
- Disaster Planning for Government Records
- Forms Management
- Archival Records Basics



What does the State Library need from you?

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

- Participants from your agency or other state agencies: 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-RMS 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 contact us at (512) 421-7200 or slrminfo@tsl.state.tx.us to discuss hosting a workshop in your region.