



# Northeast Texas Regional Records Management Workshop

## April 26 - 27, 2011

**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 the **City of Chandler** to provide this training opportunity.

## Class Schedule

**8:00 a.m. Sign-In**

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

### Control Schedule Basics

*Tuesday Morning 8:30 a.m. - 12:00 p.m.*

Learn why records management is important and required, what constitutes a record, how to ensure you are in compliance and how that benefits your organization, ways to ensure you have an active and continuing program, tips on outsourcing and valuable resources for you and your records management program..

### Managing Electronic Records

*Tuesday Afternoon 1:00 - 4:00 p.m.*

Understand legal obligations and best practices regarding electronic records (e-records) management, the regulatory environment, legal considerations, and current issues central to managing e-records.

### Emergency Planning for Government Records

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

Learn how to identify, protect, and ensure access to your essential records, the records necessary to continue operations in the event of an emergency. The course will also cover how to prepare, respond to, and recover from a records emergency.

### Archival Records Basics

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

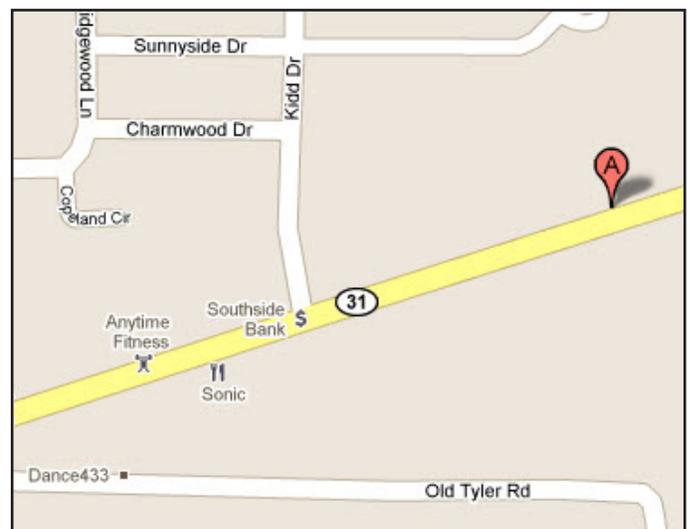
Learn the basics of protecting records from deterioration and loss through climate control, proper handling, and security, how to appraise records for historical value, how to begin establishing a formal archives program, and where to find funding for preservation and digitization.

## Registration Information

- Register online at [www.tsl.state.tx.us/slrn/training/](http://www.tsl.state.tx.us/slrn/training/) by April 15, 2011
- Registration for entire 2-day conference is \$90 per person, and will be billed to your government after the conference. **DO NOT PREPAY.**
- Cancellations must be received in writing by **April 15, 2011.** 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](mailto:rm_trng@tsl.state.tx.us)

## Directions & Parking

Chandler Community Center  
811 State Highway 31 East  
Chandler, TX 75758  
(817) 249-6632



**Register Online by April 15, 2011**  
**[www.tsl.state.tx.us/slrn/training/](http://www.tsl.state.tx.us/slrn/training/)**

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