



Longview Regional Records Management Workshop

Friday, June 3, 2011

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

The Texas State Library and Archives Commission is very pleased to be partnering with the **City of Mount Enterprise** to provide this training opportunity.

Class Schedule

8:00 a.m. Sign-In

12:00 p.m. Lunch (on your own)

Control Schedule Basics

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.

Improving Filing Systems

1:30 - 3:00 p.m.

Learn about types and methods of standard filing systems, guidelines for analyzing the effectiveness of a filing system, selecting and developing a new system, and improving your filing efficiency.



Forms Management

3:00 - 4:00 p.m.



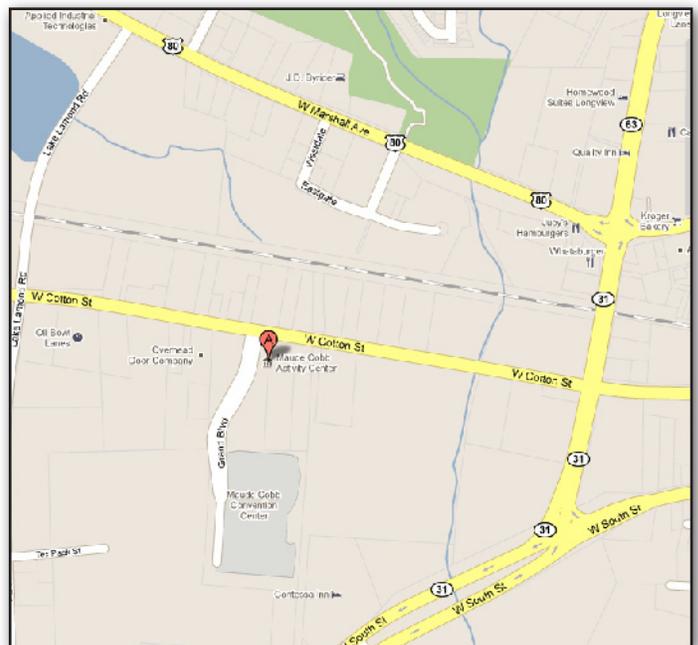
Cover tips and best business practices for properly and efficiently managing your ever-increasing amount of forms.

Registration Information

- Register online at www.tsl.state.tx.us/slrn/training/ by **May 15, 2011**
- Registration for entire one-day conference is \$60 per person, and will be billed to your government after the conference. **DO NOT PREPAY.**
- Cancellations must be received in writing by **May 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

Directions & Parking

Maude Cobb Convention & Activity Center
100 Grand Blvd.
Longview, Texas 75606



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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