



City of Canyon Records Management Workshop May 15, 2014

Texas State Library and Archives Commission is very pleased to be partnering with City of Canyon to provide this training opportunity.

Learn the basics of records management and electronic records in a one-day workshop!

Class Schedule

8:30 AM – 4:00 PM

12:00 PM – 1:00 PM Lunch Break

Introduction to Records Management

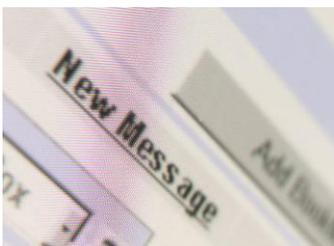
Learn why records management is important and required, what constitutes a record, how to ensure you are in compliance and how that benefits your organization, ways to ensure you have an active and continuing program, tips on outsourcing, and



valuable resources for you and your records management program.

Managing Electronic Records

Learn how to apply records management principles to electronic records. This course looks at the definition of electronic records, applicable laws and rules, and corresponding best practices. It also discusses email, digital imaging, social media, and how to address the various challenges of these types of e-records and how to best manage them.



Contact & Registration Information

- Register by submitting a **Training Registration Form**. If you need a copy of this form, please contact the Texas State Library and Archives Commission at slrminfo@tsl.texas.gov, or your local contact, Gretchen Mercer at gmercer@canyontx.com.
- Registration deadline is **May 8, 2014**.
- Registration for the entire day is \$40 per person, and will be billed to your government after the training. **We do not accept prepayment.**
- Cancellations must be received in writing by **May 12, 2014**. To cancel, contact TSLAC by email: slrminfo@tsl.texas.gov or fax: (512) 936-2306.

Location & Directions

Cole Community Center-Adobe Room
300 16th Street
Canyon, TX 79015



If you have questions or require special accommodations, please contact us at 512-463-76 or slrminfo@tsl.texas.gov.

Register by May 8, 2014