



## Lubbock County Regional Records Management Workshop May 12-13, 2015

Texas State Library and Archives Commission is very pleased to be partnering with  
Lubbock County to provide this training opportunity.

Learn the basics of records management in a 2-day workshop!

### Class Schedule

**Day 1: 8:30 AM – 4:00 PM**

**Lunch on your own**

#### 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.

**Day 2: 8:30 AM – 4:00 PM**

**Lunch on your own**

#### Emergency Preparedness

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.

#### Improving Shared Drives and Filing Systems

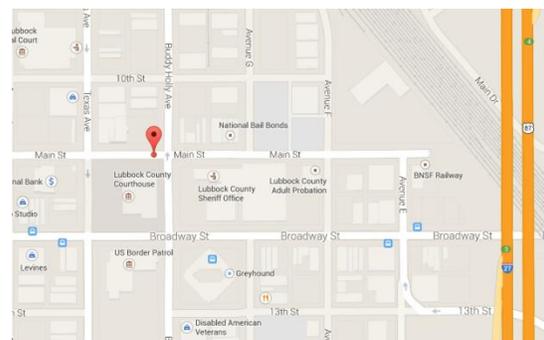
This class provides an overview of files management, characteristics of good filing systems, common filing problems, and a six-step program to improving your paper filing system. The course offers strategies and best practices for managing shared drives and developing email file plans.

### Contact & Registration Information

- To register, fill out a Training Registration Form. You can obtain a form from your local contact, Linda Lemon, [llemon@co.lubbock.tx.us](mailto:llemon@co.lubbock.tx.us) or from TSLAC, [slrminfo@tsl.texas.gov](mailto:slrminfo@tsl.texas.gov).
- Workshop will be \$50 per attendee.
- Invoice will be billed to your government after the training. **We do not accept prepayment.**
- Registration deadline is **May 1, 2015**.
- Cancellations must be received in writing by **May 6, 2015**. To cancel, contact TSLAC by email: [slrminfo@tsl.texas.gov](mailto:slrminfo@tsl.texas.gov) or fax: (512) 936-2306.

### Location & Directions

916 Main St  
2nd Floor Auditorium  
Lubbock, TX 79401



**Register by May 1, 2015**