



Texas State Library and Archives Commission is very pleased to be partnering with **City of Greenville** 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

11:30 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.

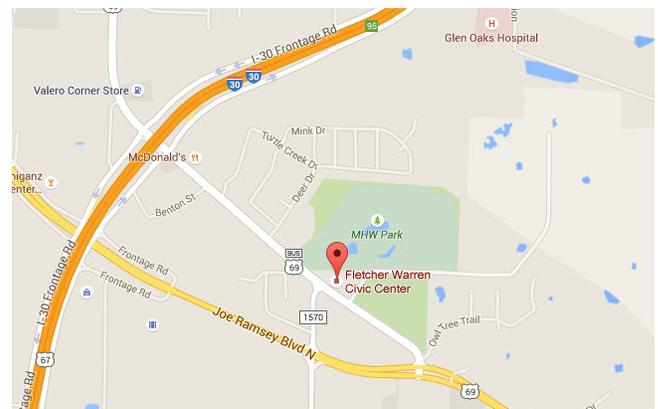


## Contact & Registration Information

- 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 [rm\\_trng@tsl.texas.gov](mailto:rm_trng@tsl.texas.gov).
- Registration deadline is **June 22, 2015**.
- Registration for the entire day is \$30 per person, and will be billed to your government after the training. **We do not accept prepayment.**
- Cancellations must be received in writing by **June 29, 2015**. To cancel, contact TSLAC by email: [rm\\_trng@tsl.texas.gov](mailto:rm_trng@tsl.texas.gov) or fax: (512) 936-2306.

## Location & Directions

Fletcher Warren Civic Center  
5501 Bus. Hwy 69 S.  
Greenville, TX 75402



If you have questions or require special accommodations, please contact us at 512-463-76 or [rm\\_trng@tsl.texas.gov](mailto:rm_trng@tsl.texas.gov).

Register by June 22, 2015