



# NEW RECORDS MANAGER TRAINING EVENT

THURSDAY, JANUARY 25, 2024 | 9:00 AM – 12:00 PM  
ROOM 210 | HYBRID TEAMS MEETING

Are you new to records management and don't know where to start? Join the Georgia Archives Records Management and Collection staff from 9:00 AM – 12:00 PM, Thursday, January 25, 2024, for a hybrid training session on the basics of records management. You will be able to gain practical insight from records and collections management professionals, network with people in your field, acquire valuable skills to use in your work, take part in our session and discussions, and ask questions.

**For more information and to register**, contact Christine Garrett ([christine.garrett.usg.edu](mailto:christine.garrett.usg.edu)).

## AGENDA

Welcome

Basic Records  
Management

Duties

Electronic  
Records and  
Digitization

Records  
Management  
Policy

Role of  
Georgia  
Archives

Updating  
Record  
Retention  
Schedules

State Records  
Center

Permanent  
Records  
Storage

Tour of  
Archives

## GEORGIA ARCHIVES

5800 Jonesboro Road  
Morrow, GA  
678-364-3710

[georgiaarchives.org](http://georgiaarchives.org)