



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 27, 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).

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