For the Record: What You "Really" Need to Know About Records Management

This workshop is designed to give you the tools you need to make informed decisions about managing your records.

We will review the basic concepts of records management:

• Introduction to records management
• Texas records laws and responsibilities
• The difference between records and non-records
• How to request disposition of records

We will review practical recordkeeping topics, including:

• Finding common records on the Records Retention Schedule
• Explanation of event-based retention periods
• A brief introduction to creating useful filing systems

In addition to the question and answer session, Kris will be available after the workshop to answer specific questions you have about managing your records.