



RECORDS MANAGEMENT 101

FREE TRAINING SESSION

Maryland State Archives and the Department of General Services presents Records Management 101, an in-depth look into the processes of successful records management. Topics that will be discussed include the following:

- Roles and Definitions of Records Management
- Retention Schedules
- Inventories
- Special Collections
- Transfer and Disposal

Training is open to Records Officers or administrative staff who assist with records management. Training locations and dates are listed on the right; all trainings will run from 9:00A.M. – 1:00P.M. **You must reserve your seat ahead of time. Space is limited.**

1. Maryland Department of the Environment

Address:
1800 Washington Blvd
Baltimore, MD 21230

Date:
Friday, June 7, 2019

2. Charles County Commissioner's Office

Address:
200 Baltimore St
La Plata, MD 20646

Date:
Friday, July 12, 2019

3. Queen Anne's County Department of Health

Address:
206 N Commerce St
Centreville, MD 21617

Date:
Friday, September 13, 2019

4. Washington County Health Department

Address:
1302 Pennsylvania Ave
Hagerstown, MD 21742

Date:
Friday, October 4, 2019

**Want to Register?
Contact Victoria Chester,
DGS by email or phone.**

Email:
victoria.chester@maryland.gov
Phone:
410.799.1930