

## Records Management Division Workshops

In 2009, Records management (RMD) held 94 Records Management workshops with 3,371 in attendance. In 2010, 72 workshops were held with 7,174 in attendance – an increase of 112.8%. Several reasons account for the dramatic increase:

- Records Management Specialist Jerry Kirkpatrick communicates frequently with agencies' hosting workshops to get the word out.
- He also coordinates with related organizations that would benefit from Records workshops to piggyback on planned workshops.
- Guest speakers, including Mary Beth Joubanc, the State Privacy Officer, and Liz Hill, from the State Ombudsman's Office provide incentive for increased attendance

RMD also offers live classes over the internet in. Classes include:

- Introduction to Public Records. Covering topics such as laws concerning access and confidentiality, retention, security, and preservation
- Records Retention and Disposition Schedules.
- Managing Electronic Records.
- Managing E-mail.

Participants come from municipalities, counties, school districts, fire districts, community colleges and other political subdivisions. Classes are generally held every other month.



**Jerry Kirkpatrick conducts a Records Management workshop**