

**Louisiana Secretary of State  
Division of Archives, Records Management and History  
Records Management Training Registration Form  
Held Regionally - March 2017**

Please note: Please try to arrive at least 10 minutes prior to start of session. There are no fees for this training. You will receive a registration confirmation for the class. If space is not available, we will contact your agency's liaison directly. See our web site for class descriptions.

**Schedule of Classes (All Day Locations):**

RM 1: 8:30 a.m. - 10:15 a.m.

RM 2: 10:15 a.m. - Noon

Imaging Policy/Imaging Exception Application Class (IEP 1): 1:00 p.m. - 2:30 p.m.

Records Storage Class (RS): 2:45 p.m. - 3:45 p.m.

**Locations:**

**Mar. 29: MONROE- All Day** 1801 Martin Luther King Jr. Blvd., Monroe, LA (Fire Admin. Bldg.)  
Questions? Call 318.329.2475 for directions; All other questions call 225.362.5181

**Mar. 30: OAK GROVE - All Day** 107 S. Briggs St., Oak Grove, LA 71263 (Police Jury Mtg. Room)  
Questions? Call 318.428.3390 for directions; All other questions call 225.362.5181

**Please Print or Type Legibly**

Organization Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Class and Date	Registering Attendees	Email
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Return at least two days prior to session to: Louisiana State Archives, Attention: Records Management by either fax to 225.922.1220, email to <recmgt@sos.la.gov> or mail to: 3851 Essen Lane, Baton Rouge, LA 70809. Questions: Call (225) 362-5181 or (225) 362-5182.