

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

May 23: Natchitoches - All Day 716 Second St., Natchitoches, LA (Natchitoches Arts Center)
Questions? Call 318.357.3807 for directions; All other questions call 225.362.5181

May 24: Shreveport - All Day 3015 Greenwood Rd., Shreveport, LA (State Exhibit Museum Auditorium)
Questions? Call 318.632.2020 for directions; All other questions call 225.362.5181

May 25: Arcadia - All Day 100 Courthouse Dr, STE 2200., Arcadia, LA (Police Jury Mtg Room)
Questions? Call 318.263-7408 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 <rcmgt@sos.la.gov> or mail to: 3851 Essen Lane, Baton Rouge, LA 70809. Questions: Call (225) 362-5181 or (225) 925-7695.