

Louisiana Secretary of State
Division of Archives, Records Management and History
Records Management Training Registration Form
Held at Louisiana State Archives Auditorium - Winter/Spring 2015

updated1/23/2015

All classes to be held at the Louisiana State Archives Auditorium, 3851 Essen Lane, Baton Rouge, LA 70809. Please note: Participants are encouraged to arrive at least 10 minutes prior to start of the class. There are no fees for this training. You **WILL** receive a registration confirmation for the class with a link to download handouts for the classes. See our webpage for class descriptions. Questions? Contact Mike Morris (225) 925-4955.

Records Management 1 Records Basics (RM1)	Records Management 2 Developing and Maintaining Retention Schedules (RM2)	Imaging Policy Imaging Exception Application Class (IEP1)	Records Storage Class (RS)	Instructions: Please use the class code in the Class Column below. Put Date you want to attend for that class in the Date column below. NOTE: RM1 and RM2 are taught back to back. IEP1 and RS are taught back to back.
Feb 24 (1:00p - 2:45p)	Feb 24 (2:45p - 4:30p)	Feb 25 (9:00a - 10:30a)	Feb 25 (10:45a - 11:45a)	
Mar 24 (1:00p - 2:45p)	Mar 24 (2:45p - 4:30p)	Mar 25 (9:00a - 10:30a)	Mar 25 (10:45a - 11:45a)	
Apr 14 (1:00p - 2:45p)	Apr 14 (2:45p - 4:30p)	Apr 15 (9:00a - 10:30a)	Apr 15 (10:45a - 11:45a)	
May 20 (1:00p - 2:45p)	May 20 (2:45p - 4:30p)	May 21 (9:00a - 10:30a)	May 21 (10:45a - 11:45a)	
Jun 10 (8:30a - 10:15a)	Jun 10 (10:15a -12:00p)	Jun 10 (1:00p - 2:30p)	Jun 10 (2:45p -3:45p)	

PLEASE TYPE OR PRINT LEGIBLY

Agency: _____

Records Liaison: _____

Class	Date	Name	Email	Phone

Return at least one day prior to session to: Louisiana State Archives, ATTN: Records Management by either fax to (225) 922-1220, email to <recmgt@sos.la.gov> or mail to: PO BOX 94125, Baton Rouge, LA 70804.