

**Louisiana Secretary of State
Louisiana State Archives
Records Management Training Registration Form**

The Records Management Program of the Louisiana State Archives offers free monthly training on records management-related topics. The training consists of four classes which provide an overview of the key principles of records management and guidance on the steps government agencies need to take to comply with Louisiana's Public Records Law (La. R.S. Title 44).

Our Records Management Training Course has been approved by the Mandatory Continuing Legal Education Committee of the Louisiana State Bar Association for a maximum of 4 hours credit.

All classes are held at the Louisiana State Archives Auditorium, located at 3851 Essen Lane in Baton Rouge from 8:30 AM to 12:30 PM.

Please email the completed registration form to recmgt@sos.la.gov at least *three* (3) days prior to the desired course date in order to reserve a seat. You may also send the form to the Louisiana State Archives, Attn: Records Management via fax to 225.922.1220 or by mail to 3851 Essen Lane, Baton Rouge, LA 70809. For questions please call 225.922.3094 or email recmgt@sos.la.gov. Confirmation will be sent upon receipt of this registration form.

2021 / 2022 Course Dates

- November 16, 2021
- December 9, 2021
- January 12, 2022
- February 16, 2022
- March 23, 2022
- April 7, 2022
- May 18, 2022
- June 15, 2022
- July 13, 2022
- August 17, 2022
- September 14, 2022
- October 12, 2022
- November 16, 2022
- December 14, 2022

Agency / Organization Name			
Date of Class	Attendee Name	Phone Number	Email