



*State of Michigan
Records Management Services
Training Calendar*

Note: Click on the class title to access the online registration form.

Date	Day of the Week	Time	Location	Status
Basic Records Management for State Employees				
December 7, 2009	Monday	9:30 - 10:30 a.m.	MLHC Forum, Lansing	
Managing Filing Systems [state employees only]				
December 7, 2009	Monday	1:30 - 3:00 p.m.	MLHC Forum, Lansing	
Basic Records Management and Archives for Local Governments				
December 9, 2009	Wednesday	1:30 - 3:30 p.m.	MLHC Forum, Lansing	

Maps and Parking:

Michigan Library and Historical Center, Lansing
http://www.michigan.gov/hal/0,1607,7-160-17445_19273-51058--.00.html

Cadillac Place, Detroit
http://www.michigan.gov/documents/wca_map_detroit_parking_153857_7.pdf

Free Online Training:

E-mail Retention Training
http://www.michigan.gov/documents/hal/mhc_rm_email_class_175020_7.pdf

Basic Records Management for State Employees (video version)
http://www.michigan.gov/documents/hal/mhc_rm_state_workshop_video_260295_7.pdf