Training / Seminar Approval Form

Department Name: County Clerk

Seminar Name: TSLAC: Introduction to Records Management Training & Managing Electronic Records Training

Purpose: Training and Continuing Education

Place: Austin TX

Date: September 18th - 20th

Who Will Be Attending:

April Long   Nikki Ortegon

This Training/ Seminar is necessary for the following reasons:

☐ Required continuing education   ☑ Job training

☑ Improve work performance   ☐ Required certification

Attach Registration Form and Complete the following information:

Amount of registration $ 90.00 _____ Date registration is due AFTER training _____

☑ Return check to department head

☐ Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Deptartment Head Signature: April Long

SEND FORM TO COUNTY JUDGE'S OFFICE

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE _____ DATE: _____ AUG 14 2023

APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____ Approved

LOCAL GOVERNMENT CLASSES

Introduction to Records Management for Local Governments

Learn how to apply records management principles to records through face-to-face instruction and hands-on activities. **Download full course description (PDF).**

Note: Each class is a separate registration and each costs $20/ attendee. Registering for one does not automatically register you for the other.

Introduction to Records Management
Tuesday, September 19, 2023 - 8:30am-4:00pm

REGISTER HERE.

See **archive of webinars** for remote training.

Managing Electronic Records for Local Governments

In this interactive workshop, you'll learn how to apply records management principles to electronic records - including email, text messages and social media - through face-to-face instruction and hands-on activities. **Download full course description (PDF).**

Note: Each class is a separate registration and each costs $20/ attendee. Registering for one does not automatically register you for the other.

Managing Electronic Records
Wednesday, September 20, 2023 - 8:30am-4:00pm

REGISTER HERE.

See **archive of webinars** for remote training.

Location of Training

Classes will be held at our main location, the Lorenzo de Zavala State Archives and Library building located at **1201 Brazos Street, Austin, TX 78701.**

Cancellation Information

If you need to cancel your registration, please email **rm_trng@tsl.texas.gov** by the cancellation due date provided in your confirmation email. Otherwise, your government will be billed for the class. You can also send a substitute in your place if you are unable to attend.

Billing Information

April Long

From:	Google Forms <forms-receipts-noreply@google.com>
Sent:	Monday, July 31, 2023 3:59 PM
To:	April Long
Subject:	Introduction to Records Management Training - September 19, 2023

Thanks for filling out *Introduction to Records Management Training - September 19, 2023*

Here's what was received.

Introduction to Records Management Training - September 19, 2023

Training registration form for Introduction to Records Management Training for Local Governments to be held on-site in Austin, Texas.

When: Tuesday, September 19, 2023, 8:30am-4:00pm
Where: Lorenzo de Zavala Archives and Library Building, 1201 Brazos St., Austin, TX 78701
Cost: $20/attendee (to be billed after the training)

THIS REGISTRATION IS FOR INTRODUCTION TO RECORDS MANAGEMENT ONLY. PLEASE SEE THE REGISTRATION FORM FOR MANAGING ELECTRONIC RECORDS IF YOU ALSO WANT TO ATTEND.

Please fill out the form completely.

Email *

From:	Google Forms <forms-receipts-noreply@google.com>
Sent:	Monday, July 31, 2023 4:04 PM
To:	April Long
Subject:	Managing Electronic Records Training - September 20, 2023

You don't often get email from forms-receipts-noreply@google.com. Learn why this is important

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Please fill out the form completely.

Email *

From:	Google Forms <forms-receipts-noreply@google.com>
Sent:	Monday, July 31, 2023 4:00 PM
To:	Nikki Ortegon
Subject:	Introduction to Records Management Training - September 19, 2023

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CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

Google Forms

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To:	Nikki Ortegon
Subject:	Managing Electronic Records Training - September 20, 2023

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Please fill out the form completely.

Email *

SLRM

STATE AND LOCAL
RECORDS
MANAGEMENT

IRM-Local

Workshop Description

Learn how to apply records management principles to records through face-to-face instruction and hands-on activities.

Summary of course content:

- **Basics/Fundamentals**: Examine the legal framework of records laws and retention rules, definition of a local government record, and learn how to read and use a retention schedule.
- **Compliance**: Review the compliance filing requirements within the Local Government Records Act to ensure that your office has a records management plan and designated officer.
- **Inventory & Storage**: See the steps involved in conducting an inventory and understand the storage standards for permanent records.
- **Emergency Basics**: Learn why certain records are important during emergencies, identify risks and how to ensure records are protected.
- **Disposition**: Understand the purpose and benefits of disposition, learn about approved destruction methods, and recognize when a record cannot be destroyed.

Learning Objectives:

After attending this course, students will be able to:

- Know what is and is not a local government record and use a records retention schedule.
- Meet the compliance requirements within the Local Government Records Act.
- Assess whether an inventory is necessary and how to get started. Protect and properly store records with long retention periods.
- Identify essential records, learn mitigation strategies to protect records, and be familiar with steps to take after a disaster and damage occurs.
- Know about the different types of disposition and be aware of potential destruction holds.
- Compare the pros and cons of outsourcing records management.
- Learn about more services offered by TSLAC.
- Have an action plan when you return to the office.

Who Should Attend?

Local government Records Management Officers, elected county officials, and other local government employees involved in the management of electronic records

Course Credit

Attendees will receive a Certificate of Completion for **6.0 hours** of instruction.

In this interactive workshop, you'll learn how to apply records management principles to electronic records through face-to-face instruction and hands-on activities.

Summary of Course Content:

- **Retention:** Examine the definition of "electronic record" and discuss how TSLAC's Local Retention Schedules apply to electronic records. Learn tips for managing social media and email records.
- **Access:** Identify the challenges of retaining longer-term records and explore methods for ensuring access to them despite advances in technology.
- **Arrangement:** Explore ways to organize information for more efficient retrieval, such as establishing naming conventions, and walk through an overview of how to clean up a network shared drive.
- **Action:** Discuss the importance of establishing electronic records polices and providing training to other office personnel.

Learning Objectives:

After attending this course, students will be able to:

- Apply fundamental records retention principles to the management of electronic records.
- Organize email and other digital information in a way that facilitates retrieval.
- Understand challenges of long-term preservation of electronic records and determine appropriate methods for ensuring access.
- Create and implement electronic records management policies and training programs.

Who Should Attend?

Local government Records Management Officers, elected county officials, and other local government employees involved in the management of electronic records

Course Credit

Attendees will receive a Certificate of Completion for **6.0 hours** of instruction.

Prerequisites:

Attendees will be expected to have a basic familiarity with records management terms and principles, such as:

- The definition of a local government record.
- The role and responsibilities of a local government Records Management Officer.
- How to utilize a records retention schedule to determine the retention and disposition of local government records.

You're all set, APRIL!

Confirmation number: 3405948547

We sent the details to

Hotel Information

Hilton Garden Inn Austin Downtown/Convention Center

500 N Interstate 35 Austin, Texas 78701 USA

+1 512-480-8181

Stay Information

18 SEP MON   —   **20** SEP WED

Check-in: 3:00 PM
Check-out: 12:00 PM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

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1 room for 1 adult
2 Queen Beds - Gvt per Diem Plus

Total room charge	$396.00
Total fees	$2.97
Total taxes	$67.82

Total for stay: $466.79

Payment   7727   Aug 2023

Guest information

APRIL LONG

Hilton Honors#: 1071597494

Guarantee Policy

There is a credit card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation policy

Free cancellation before 11:59 PM local hotel time on 17 Sep 2023.

M Gmail

Nikki Ortegon

Your Sep-18-2023 Confirmation #3410198609
1 message

Hilton Garden Inn Confirmed <noreply@h6.hilton.com>
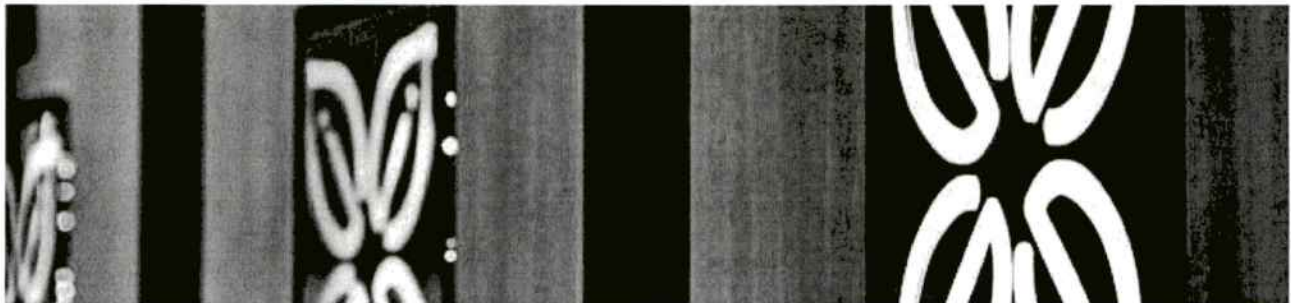
Wed, Aug 2, 2023 at 9:46 AM

Hilton

Hi Nikki

0 Points / Member

See you soon, Nikki Ortegon
Your reservation for Sep-18-2023 has been confirmed.
Confirmation #3410198609

Hilton Garden Inn Austin Downtown/Convention Center

📍 500 N Interstate 35
Austin TX 78701 US
Maps & Directions>>

📞 +15124808181

18 MON
SEP

🌙

20 WED
SEP

Check In: 3:00 PM

2 Nights

Check Out: 12:00 PM

📅 **Add to Calendar**