

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: September 21, 2023

Meeting Date: October 10, 2023

Submitted By: April Long

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Description:

Acknowledgment of the Texas State Library and Archives Commission
Certificate of Completion for participation in Introduction to Records
Management and Managing Electronic Records for April Long, County Clerk
and Nikki Ortegon, Records Management Officer.

(May attach additional sheets if necessary)

Person to Present: April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 Mon minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Court Decision:
This section to be completed by County Judge's Office

COMMISSIONERS COURT

OCT 10 2023

Acknowledged

Texas State Library and Archives Commission

State and Local Records Management Division is pleased to present this

Certificate of Completion

April Long

for participation in


Introduction to Records Management

Credit Hours: 6.0

September 19, 2023


Gloria Meraz
Director and Librarian
Texas State Library and Archives Commission




Craig A. Kelso
State Records Administrator
Texas State Library and Archives Commission



Texas State Library and Archives Commission

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April Long

for participation in

Managing Electronic Records

Credit Hours: 6.0

September 20, 2023



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