

Designed for state agency Records Management Liaison Officers (RMLOs), Assistant RMLOs, and other state agency employees with records management responsibilities.

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# Paper Piles and E-mail Files:

Records Management Fundamentals for State Agency Employees

**Tuesday, October 5, 2010, 9:00 AM to 12:00 PM**

**Auditorium 2C, Legislative Office Building, 300 Capitol Avenue, Hartford, CT**

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## About the Program

State agency employees are responsible for managing public records in many formats. As record types and formats have grown more complex, so too has the job of managing them. This workshop will present an overview of records management in the State of Connecticut, including records maintenance, scheduling, retention, and disposition. It will also address the preservation of permanent records, transfer of records to the State Archives, and submission of agency publications to the State Documents Depository Program.

**This program is presented free of charge by the Connecticut State Library.**

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## Workshop Schedule

- 8:30 am Registration
- 9:00 am Welcome by State Librarian Kendall Wiggin**
- 9:10 am Records Management in Connecticut**
- 9:30 am Components of a Records Management Program**
- 9:50 am Managing Paper and Electronic Records**
- 10:15 am Break
- 10:30 am Records Disposition, Preservation, and Archives**
- 11:45 am Questions and Answers**
- 12:00 pm Adjournment



Office of the Examiner of Public Records, 1920,  
RG 012, Connecticut State Archives

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## Presenters

**LeAnn R. Power, CRM**, Public Records Administrator  
**Lizette Pelletier**, Public Records Archivist  
**Jeffrey E. Collins**, Public Records Archivist  
**Paul Baran**, Assistant State Archivist  
**Jane Cullinane**, Preservation Librarian  
**Nancy Lieffort**, Reference Librarian

## Directions

The Legislative Office Building (LOB) is located next to the Capitol Building at 300 Capitol Avenue in Hartford.

For directions and parking accommodations, see <http://www.cga.ct.gov/capitol/tours/directions.htm>.

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## Registration

For more information go to [http://www.cslib.org/publicrecords/opraevents.htm#Workshops\\_State](http://www.cslib.org/publicrecords/opraevents.htm#Workshops_State) or register directly at <http://www.surveymonkey.com/s/XNV5DVX> by October 1, 2010. Attendance is limited to 225 people.

If you have any questions, contact Jeff Collins at (860) 757-6513 or [jcollins@cslib.org](mailto:jcollins@cslib.org).