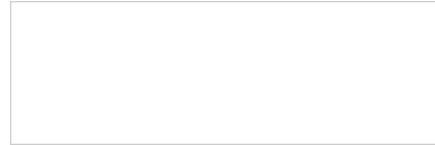


Connecticut State Library
Office of the Public Records Administrator
231 Capitol Avenue
Hartford, CT 06106



**For Connecticut State Agency Records Management Liaison
Officers (RMLOs) and Assistant RMLOs**

Getting Your House in Order: Basic Records Management Training for State Agency RMLOs



Tuesday, September 9, 2008
Legislative Office Building,
Auditorium 2C
300 Capitol Avenue
Hartford, CT

**PRESENTED BY THE CONNECTICUT STATE LIBRARY,
OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR AND STATE ARCHIVES**

Getting Your House in Order: Basic Records Management Training for State Agency RMLOs

Tuesday, September 9, 2008, 8:30 a.m. to 12:00 p.m.
Legislative Office Building, Auditorium 2C

The Office of the Public Records

Administrator is responsible for administering a records management program for all Connecticut state agencies within the executive branch.

This workshop is designed for state agency Records Management Liaison Officers (RMLOs), Assistant RMLOs, and other state agency employees who have records management responsibilities.

Topics to be covered include records maintenance, retention, disposition, and storage, with particular attention to legal and administrative requirements. We will also address current issues related to electronic records.

This program is free of charge.

Agenda

8:30 a.m. Registration (Coffee can be purchased at the LOB cafeteria)

9:00 a.m. **Introduction**

9:15 a.m. **Records Management Programs**

9:45 a.m. **Retention Schedules**

10:30 a.m. Break

10:45 a.m. **Storage and Disposition**

11:30 a.m. **Current Trends**

11:45 a.m. **Questions and Answers**

Presenters from the Connecticut State Library

Eunice G. DiBella, CRM, is the Public Records Administrator for the State of Connecticut. She heads the Office of the Public Records Administrator and State Archives. She is responsible for administering a public records management program for state agencies and municipalities.

Lizette Pelletier, Public Records Archivist, Office of the Public Records Administrator, provides assistance to state agencies and municipalities with records management issues, including records retention and disposition.

Jeffrey E. Collins, Public Records Archivist, Office of the Public Records Administrator, provides assistance to state agencies with records retention and disposition.

Julie Schwartz, Unit Head, Government Information and Reference Services, provides reference and information services to state agencies.

Nancy Liefkort, Reference Librarian, Government Information and Reference Services, focuses on Connecticut state agency publications and the Connecticut State Documents Depository Program.

Directions The Legislative Office Building is located at 300 Capitol Avenue in Hartford. For detailed directions, please see www.cga.ct.gov/olm/directions2.asp. Parking is available on the first floor of the parking garage. **There is no cost to park.** On-street metered parking and commercial parking lots are also nearby.

Registration • August 27th Deadline

Please register with Jeffrey E. Collins by **one** of the following methods: e-mail jcollins@cslib.org, phone (860) 757-6513, fax (860) 757-6542, or mail Connecticut State Library, Public Records Office, 231 Capitol Avenue, Hartford, CT 06106.

Name: _____ Title: _____

Agency: _____ Division / Unit: _____

RMLO Assistant RMLO Other: _____

Phone: _____ Email: _____