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*The seventh in a series of workshops for
Town Clerks or their designees...*

Winning Strategies for Successful Municipal Records Management Programs with Dr. Mark Langemo, CRM, FAI

Tuesday, June 14, 2005
ITBD Conference Center
Central Connecticut State University
185 Main St., New Britain, CT

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Winning Strategies for Successful Municipal Records Management Programs

Tuesday, June 14, 2005, 8:30 am to 4:00 pm

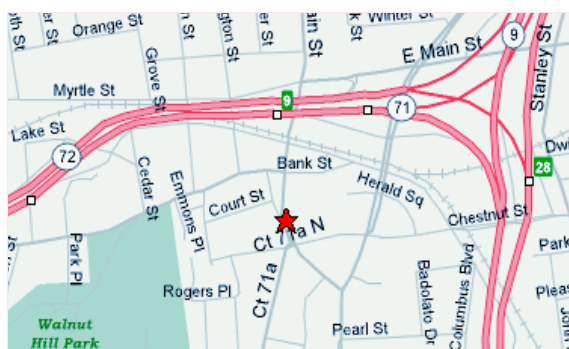
ITBD Conference Center (3rd Floor), CCSU, 185 Main St., New Britain, CT

Our Speaker

Dr. Mark Langemo, CRM, FAI, is Professor Emeritus in the College of Business and Public Administration at the University of North Dakota, with over 35 years experience as a university professor of Records Management, IS, Office Systems Management, and related



Information Management courses. His consulting has involved work for U.S. and Canadian governments, state and provincial governments, city and county governments, major corporations such as 3M and General Mills, small businesses, and numerous other organizations. He has co-authored four records management books, written numerous journal articles, and is the author of the new book *Winning Strategies for Successful Records Management Programs*. An enthusiastic and entertaining speaker, Dr. Langemo presents content-filled, media-illustrated, and “real world” seminars.



Workshop Agenda

- 8:30 am *Registration and Continental Breakfast*
- 9:00 am *Introductions*
- 9:15 am **Establishing Successful Municipal Records Management Programs**
- 10:45 am *Break*
- 11:00 am **Proven Strategies for Program Development**
- 12:00 pm *Luncheon (Provided)*
- 1:00 pm **Managing Electronic Records in 2005**
- 2:30 pm *Break*
- 2:45 pm **Digital Imaging and Applications in Records Management**
- 3:45 pm *Questions and Wrap-Up*
- 4:00 pm *Adjournment*

Directions

From I-84 East (Waterbury): Take Exit 35 (left exit) onto Route 72 East. Take third exit, marked Main Street. At the end of the exit take a right and travel one block to Chestnut Street. Turn right onto Chestnut Street. The Municipal Parking Garage is located on the right.

From I-84 West (Hartford): Take Exit 39A onto Route 9 South. Take Exit 27—Chestnut Street (left exit). At the end of the exit take a right onto Chestnut Street. The Municipal Parking Garage is located on the right.

From the south (Route 9, 91, or 15): Travel north on Route 9 to Exit 26 (Downtown New Britain Exit). Go straight at the end of the exit and left at the second traffic light onto Chestnut Street. The Municipal Parking Garage is located on the right.

Parking: Park in the Municipal Parking Garage located on Chestnut Street behind the ITBD building. After parking, follow signs to the doorway located on the first level of the garage, and you will be facing the ITBD building. The Conference Center is located on the third floor.

Parking is at no cost—please bring your parking ticket to the registration table for validation.

Registration

Please register by **June 6** with Kathy Makover, by phone (860) 566-1100 x303, email kmakover@cslib.org, fax (860) 566-1118, or mail to: Office of the Public Records Administrator, 231 Capitol Ave., Hartford, CT 06106-1537.

Name: _____ Title: _____ Municipality: _____

Phone: _____ Fax: _____ Email: _____