



LGMA
LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

LGMA is pleased to offer a webinar on

Archives for the Non-Archivist

Thursday, May 3, 2018

Are you responsible for archives in your local government organization?

This webinar is important for anyone involved in preserving archives for their local government.

Date and Time: Thursday, May 3, 2018 – 10:00 to 11:30 a.m.

Cost: \$165 per registrant + GST
[Register online](#) and before May 1, 2018

Bulk pricing is offered to those organizations who register more than one participant.
Contact office@lgma.ca for more information.

Presenters: **Bronwen Bird**, Records and Information Management Analyst,
Regional District of Central Kootenay
Deidre Brocklehurst, Records Analyst, City of Surrey

Join records management professionals, Bronwen Bird and Deidre Brocklehurst, with expertise in archives for this 90-minute webinar providing archives training for the non-archivist. Content and learning outcomes include:

- How to identify archival records and differentiate between archival and non-archival records;
- How best to organize archival records in a way that makes them accessible to your organization;
- How to properly store and maintain archival records;
- Understanding some of the challenges custodians face in managing archival records in electronic form;
- Find out about the training opportunities available to learn more about archival records and their management.

Cancellation Policy: No refunds will be provided after May 1, although substitutions within your organization are permitted.

Course Format:

The course is presented in a webinar format with registrants participating via a toll-free telephone line and their computer in an on-line webinar conference. Participants will have an opportunity to ask questions at the end of the webinar. Information will be sent to registered participants one day prior.