



# Records Management Workshop

Wednesday, September 14, 2016

8:30 a.m. – 4 p.m.

Taylor, BC

The business of record keeping for local governments is an enduring mandate. Local governments are required to manage their recorded information in ways that promote transparency and openness and must make records accessible to the public in accordance with provincial legislation. The *2015 updated LGMA Records Manual 4<sup>th</sup> Edition, 2012*, provides general records and information guidance to staff in local government organizations. The LGMA is pleased to offer a one day Records Management Workshop, using the Manual as the foundation for the workshop, and how its use can be maximized for your local government organization.

Topics to be covered include:

- Introduction to recorded information management and its framework in the British Columbia local government context;  
Basis of the manual- ISO and Canadian RIM Standards
- Classification and Retention Schedules;
- Legal authorities for records retention;
- Electronic records considerations;
- Setting priorities for a records management plan;
- Developing a records management bylaw

As well, an opportunity will be provided for a round-table discussion amongst participants on current records management issues.

Electronic and print versions of the *2015 updated LGMA Records Management Manual 4<sup>th</sup> Edition, 2012*, will be used during this workshop and attendees are encouraged to bring their copies to the workshop. Copies of the manual may be purchased at <http://www.civicinfo.bc.ca/event/2015/RecordsManual.asp>

Print orders must be placed by no later than August 19 in order to ensure delivery in advance of the workshop.

**Presenter:** Sandie Bradley, Harwood Information Associates

**Cost:** LGMA Members \$250 + GST (Includes refreshment breaks and lunch)  
Non-Members \$275+ GST

**Date/Time:** Wednesday September 14, 2016, 8:30 a.m. – 4 p.m.

**Location:** District of Taylor Community Hall  
9896 Cherry Avenue West, Taylor, BC

**Register online at:** <https://www.civicinfo.bc.ca/event/2016/LGMA-RecordsManagement>

Registration deadline: September 9, 2016

Refunds will be accepted until September 9, 2016, subject to a \$50 administration fee. After September 9, there are no refunds, however registration is transferable.