



## **FILES MANAGEMENT**

### **Delaware Public Archives**

This course is the first in the Delaware Public Archives' Records and Information Management program series.

This course provides basic instruction on creating and maintaining an effective filing system, the types and uses of filing systems, and standard filing procedures. Furthermore, this course will introduce and define a record retention schedule and provide guidance on its implementation and use.

This course is recommended for all new records officers, authorized agents, administrative support personnel, and first-line supervisors, and is suitable as a refresher course for veteran staff members.

Each class is scheduled from 9:00am - 12:00pm.

**(Class size is limited)**

**Dates:** Thursday, February 7, 2019  
Thursday, February 21, 2019  
Thursday, August 8, 2019  
Thursday, August 22, 2019

**Location:** Delaware Public Archives' Delaware Room  
**Address:** 121 Martin Luther King Jr. Blvd North, Dover, DE 19901  
**Map Link:** <https://www.google.com/maps/@39.1580111,-75.5207573,18z>

While there is no cost to attend, registration is required. Registration for this course is managed by the Department of Human Resources, Statewide Training and Development. To register for this session, please select the following link: <https://dhr.delaware.gov/training/>

Please note: registrants will be notified by the Delaware Learning Center via email of any scheduling changes.

If you have any questions or need additional information, you may contact Kit Carson at (302) 744-5021 or [rodney.carson@state.de.us](mailto:rodney.carson@state.de.us)