

State Archives of Ohio presents:

Concepts in Records Management: Just the Basics

The "Just the Basics" webinar will introduce records-keepers to the records management practices in Ohio, including the procedures for creating and filing records retention schedules and certificates of records disposal with the State Archives.

Key concepts will include:

- Pertinent Definitions and Ohio Revised Code
- Local Records Commissions
- Inventory Preparation
- Determining Retention Periods
- Procedures
- Records Retention Schedules (RC-2), One-Time Disposal of Obsolete Records (RC-1), and Certificates of Records Disposal (RC-3)
- Storage/Environmental considerations
- Media Type Decisions

Cost: \$20.00

For more information, please contact localrecs@ohiohistory.org or 614.297.2553. On the day of the webinar if you have issues email dl@ohiohistory.org.