

2012 - 2013 Clerk's BCC Records Management Training Schedule

All classes will be conducted at the Clerk's BCC Records Management offices, located on the first floor of the Swisher Building, 509 East Ave. South, Room 112 in Clearwater. Class offerings include the following:

RECORDS MANAGEMENT 101

This four-hour workshop is an overview of records management and an introduction to the Records Management System application.

Students will:

- Learn the importance and benefits of records management
- Learn the laws that govern the process
- Tour the Records Center
- Receive "hands on" training on how to access and navigate the Records Management System which will include how to store, retrieve and re-file inactive records



TRAINING SCHEDULE

May 17, 2012	8:30 AM – 12:30 PM
July 19, 2012	8:30 AM – 12:30 PM
October 18, 2012	8:30 AM – 12:30 PM
January 17, 2013	8:30 AM – 12:30 PM
April 18, 2013	8:30 AM – 12:30 PM
July 18, 2013	8:30 AM – 12:30 PM
October 17, 2013	8:30 AM – 12:30 PM

**TO
REGISTER**

Contact Vestina at vcrayton@co.pinellas.fl.us or 464-2180.



**Records &
Information
Management**

We are committed to the systematic control of records and information activities.