

## **RECORDS MANAGEMENT**

**James Frazier, CRM, Delaware Public Archives**

This seminar is designed for any employees with records management responsibilities, particularly newly appointed agency records officers, or anyone who needs to have better control of their records. It will focus on the benefits of good records management and the services offered by the Government Services section of the Delaware Public Archives.

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

**(Please Note: Class size limited to 15.)**

October 22, 2012 **(Local Government)**

Paradee Center, Transportation Circle (Rt 113 next to DelDOT Admin Bldg), Dover, DE

November 26, 2012 **(State Government) (Rescheduled from October 29<sup>th</sup> !!)**

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To register or for additional information, contact James Frazier at 302-744-5039 or at [james.frazier@state.de.us](mailto:james.frazier@state.de.us).