



2010 Records Management Work Day
Chase Oaks Golf Club
7201 Chase Oaks Blvd.
July 14, 2010
AGENDA

- 8:00 a.m. – 8:30 a.m. Registration*
- 8:30 a.m. – 10:00 a.m. Planning/Implementing a Records Mgt Project, Collin County Flood Recovery*
- 10:00 a.m. – 10:15 a.m. Break*
- 10:15 a.m. – 11:00 a.m. Marketing Records Management to the City Manager or Council*
- 11:00 a.m. – 11:45 a.m. Bigger Buckets for Retention & Does One Outsource or Not?*
- 11:45 a.m. – 12:45 p.m. Lunch*
- 12:45 p.m. – 1:30 p.m. Records Schedules, Updates*
- 1:30 p.m. – 2:15 p.m. Open Records Law*
- 2:15 p.m. – 2:30 p.m. Break*
- 2:30 p.m. – 3:15 p.m. Austin IRS Records Recovery*
- 3:15 p.m. – 4:00 p.m. Vendor Updates*
- 4:00 p.m. Closing*