

TMCA Lone Star Chapter

RECORDS MANAGEMENT WORK DAY

WEDNESDAY, JULY 13, 2011

8:00 A.M. - 4:00 P.M.

Wylie Library

300 Country Club Road

Wylie, TX 75098

\$50.00 for one enrollee

\$40.00 for each additional enrollee

(includes light breakfast and lunch)

GUEST SPEAKERS

Sarah Jacobson

Texas State Library and Archives Commission

Courtney A. Kuykendall

Abernathy Roeder Boyd & Joplin P.C.

Fred Hill

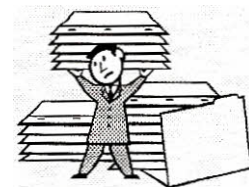
Solutions for Local Control, LLC

Former State Legislator

REGISTER EARLY! MAXIMUM ATTENDEES IS SET AT 75!

- Schedule of Events -

8:00 a.m. - 8:30 a.m.	Registration – Light Breakfast
8:30 a.m. - 10:00 a.m.	Records Management Basics: Compliance and Local Retention Schedule Local Retention Schedule Updates
10:00 a.m. - 10:15 a.m.	Break
10:15 a.m. - 11:45 a.m.	Electronic Records
11:45 a.m. - 12:45 p.m.	Lunch
12:45 p.m. - 1:30 p.m.	Emergency Preparedness
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.	2011 Legislative Update
3:15 p.m. - 4:00 p.m.	Vendor Updates
4:00 p.m.	Closing

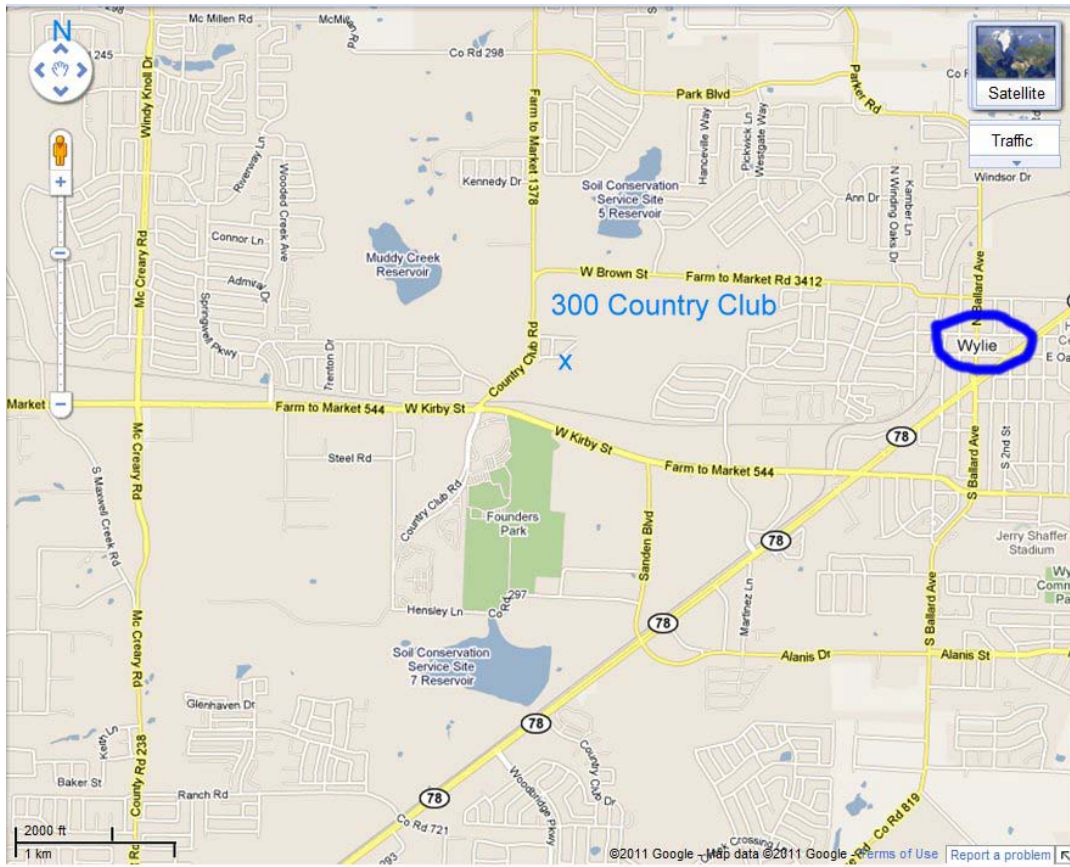


DIRECTIONS

From the North, South or West – Use US75 and take the east Parker Rd (FM2514) exit. Follow Parker Rd to Country Club. Go south past Brown Avenue and look for the Wylie Government Complex on the left. Library is located there.

From DFW - Take I65 or I190 east to US75. Go North on US75 then exit at Parker Rd. Go east following the directions above.

From East – Take US380 to US78. Go south into Wylie. Pick up FM544 west and continue until next to Wylie High School. Turn right at Country Club Rd. Take it north and look for the Wylie Government Complex on the right. Library is located there.



300 Country Club, Wylie Texas 75098

Registration Required by June 30, 2011

For Additional Information:

<i>Vendors</i>	Carrie Smith, City Secretary - City of Parker Phone: (972) 442-6811 - csmith@parkertexas.us
<i>Speakers</i>	Vicki Faulkner, City Secretary - City of Celina Phone: (972) 382-2682x24 - : vfaulkner@celina-tx.gov
<i>Registration</i>	Diane Zucco, City Secretary - City of Plano Phone: (972) 941-7120 – dianez@plano.gov

TMCA LONE STAR CHAPTER RECORDS MANAGEMENT WORK DAY REGISTRATION FORM

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Agency/Municipality:	
Address:	
City, State, Zip Code:	
Person to Attend: <i>[First Name, Last Name, Title]</i>	
Additional Attendee: <i>[First Name, Last Name, Title]</i>	
Additional Attendee: <i>[First Name, Last Name, Title]</i>	
Additional Attendee: <i>[First Name, Last Name, Title]</i>	
Additional Attendee: <i>[First Name, Last Name, Title]</i>	
Person Making Registration:	
E-mail Address:	
Phone/Fax Number:	
Note: Deadline for registration is June 30, 2011	

Mail Registration and Fees to: Diane Zucco, City Secretary
City of Plano
PO Box 860358
Plano, TX 75086-0358

Make check payable to TMCA Lone Star Chapter