

# New York State Archives Workshop Titles

To register online, go to <http://www.archives.nysed.gov/a/workshops>.

To download a copy of our workshop schedule, go to [http://www.archives.nysed.gov/a/workshops/workshops\\_schedule.pdf](http://www.archives.nysed.gov/a/workshops/workshops_schedule.pdf).

To request a workshop for a time **not** currently scheduled, contact Mary Beth Sullivan, Coordinator of Training and Publications at (518) 474-0670 or [ARCHTRAIN@mail.nysed.gov](mailto:ARCHTRAIN@mail.nysed.gov).

Title	Official Season
Electronic Data Storage	Both
Fugitive Documents	Both
Preserving Electronic Records in Colleges & Universities	Both
Conducting a Records Inventory	Fall/Winter
Conducting a Records Inventory for State Agencies	Fall/Winter
Digitizing Your Historical Photographs	Fall/Winter
Electronic Content Management Systems	Fall/Winter
Electronic Records Inventory	Fall/Winter
Files Management	Fall/Winter
Introduction to Historical Records	Fall/Winter
LGRMIF Grant Application Information Session	Fall/Winter
Managing Case Files Effectively	Fall/Winter
Managing Inactive Records	Fall/Winter
Microfilming and Imaging: Using Both Effectively	Fall/Winter
Organizing Your Historical Records	Fall/Winter
Providing Access to Your Records	Fall/Winter
Transferring Records	Fall/Winter
Using State Archives Retention Schedules	Fall/Winter
Using the State Records Center	Fall/Winter
Appraisal of Historical Records	Spring/Summer
Conducting a Needs Assessment or a BPA	Spring/Summer
Developing Records Management Policies and Procedures	Spring/Summer
Disaster Planning & Response	Spring/Summer
Electronic Document Imaging	Spring/Summer
Managing Electronic Records	Spring/Summer
Managing Email Effectively	Spring/Summer
Managing Maps and Plans	Spring/Summer
Managing Your Historical Photographs	Spring/Summer
Preservation of Electronic Records	Spring/Summer
Preservation of Historical Records	Spring/Summer
Records Management Essentials	Spring/Summer
Your Role as Records Management Officer	Spring/Summer

