

2009 Clerk's BCC Records Management Training Schedule

Below is a copy of the Clerk's BCC Records Management Training Schedule for 2009. 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:

Basics of Records Management This three-hour class explores the importance of records management in today's business environment, and discusses the overall benefits that can be realized by following a sound records management policy. Florida Statutes 119 and 257, the Public Records statutes and the State Retention Guidelines are also discussed. The class Features two video presentations depicting issues surrounding record retention policies in the workplace. The "Basics" class focuses on practical skills and open discussion of individual records concerns.

"Hands-On" Application Training this two and one half-hour class provides "hands on" training in the Records Management system application. Students will learn how to store, retrieve and re-file inactive records. In addition, students will learn how to access and use system reports.

Application Overview This class is designed for those who need a "refresher" in the records management systems application. The class provides an overview of the Records Management System application, and is conducted in a presentation format.

Note: The "Application Overview" does NOT provide "hands on" system training.

January 13, 2009	Basics of Records Management	1PM – 4PM	Records Management Conference Room
January 15, 2009	Records Management Overview	1PM – 4PM	Records Management Conference Room
January 21, 2009	Hands-On Computer Application	1PM – 4PM	Records Management Training Room
April 15, 2009	Basics of Records Management	9AM – 12PM	Records Management Conference Room
April 16, 2009	Records Management Overview	9AM – 12PM	Records Management Conference Room
April 22, 2009	Hands-On Computer Application	9AM – 12PM	Records Management Training Room
July 14, 2009	Basics of Records Management	1PM – 4PM	Records Management Conference Room
July 16, 2009	Records Management Overview	9AM – 12PM	Records Management Conference Room
July 22, 2009	Hands-On Computer Application	1PM – 4PM	Records Management Training Room
October 13, 2009	Basics of Records Management	9AM – 12PM	Records Management Conference Room
October 15, 2009	Records Management Overview	1PM – 4PM	Records Management Conference Room
October 21, 2009	Hands-On Computer Application	9AM – 12PM	Records Management Training Room

Please contact Sandy Norris at snorris@co.pinellas.fl.us 464-2180 to register.