



THE JOHN SCOTT DAILEY
FLORIDA ATLANTIC UNIVERSITY

CERTIFICATE PROGRAM PUBLIC RECORDS MANAGEMENT

This two-day program is designed to inform and update public sector personnel about records management and maintenance under Florida law. The four half-day modules will address new technologies and management systems in the field of records management.

Module 1 Focuses on the basics of records management and maintenance, including Public Records Law in Florida, privacy vs. right-to-know, and records retention and destruction.

Module 2 Addresses file management and design and includes a historical look at file management, equipment and supplies, and information storage and retrieval systems.

Module 3 Covers imaging, with particular focus on legalities and standards related to microfilm and optical digitizing, computer retrieval systems, and cost analyses.

Module 4 Discusses disaster preparedness/recovery systems and contemporary records, management issues, including off-site storage, facilities management and vital records.

An FAU certificate of completion will be awarded to those attending all four modules.

Date:	October 14, 2026 – October 15, 2026
Time:	9:00 a.m. – 4:00 p.m.
Location:	Mills Pond Park 2201 NW 9 th Ave, Fort Lauderdale, FL 33311
Instructor:	Matt Daugherty, President, SML., Inc.
Fee:	\$250

REGISTRATION

TO REGISTER: Register online at fiog.fau.edu

For assistance: Contact The John Scott Dailey Florida Institute of Government at FAU
phone : (561) 297-3749; E-mail: lvaljin@fau.edu

Registration Deadline: September 15, 2026.

Refund Policy: Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$50.00 administrative charge, will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. **Non-attendance does not constitute a withdrawal or refund request.** We reserve the right to cancel this program; in that case, the registration fee will be refunded in full.