



## CERTIFICATE PROGRAM IN 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 an 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 costs analyses.

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

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

Date:	November 13 and 14, 2024
Time:	9:00 a.m. – 4:00 p.m.
Location:	City of Boynton Beach, 100 E. Ocean Avenue 33461
Instructor:	Matt Daughtery, Vice-President, SML., Inc.
Fee:	\$195

## REGISTRATION

**TO REGISTER:** Register online at [fiog.fau.edu](http://fiog.fau.edu)

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

Registration deadline is October 30. 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 \$30.00 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.