

The Capital District Library Council and the Capital District Documentary Heritage Program are pleased to offer our members and friends the chance to be the first to participate in a new New York State Archives Workshop:

**Managing Your Records to Make Life Easier and Support Your Mission:
Records Management for Not-for-Profit Organizations**

Tuesday, October 21, 9:00 am - noon, Capital District Library Council, 28 Essex Street, Albany. \$5.00. (That's right! Only five dollars.)

Note: This workshop is about dealing with your organization's OWN records (e.g. annual reports, membership correspondence, personnel records, event flyers, board meeting minutes), not historical records collected BY your organization.

Managing records in your not-for-profit organization can appear to be something that takes you away from your core mission, but well managed records actually can help you better carry out your organization's goals.

This presentation will include:

- What are records?
- Why do they need to be managed?
- Setting up a good filing system.
- Identifying which copy is the copy of record.
- Knowing when to retire your records.
- When and how to destroy records you know longer need.
- How to manage and preserve your historical records.

The workshop will be presented by C. Raymond LaFever of the New York State Archives.

This workshop is open to all - you do not need to represent a library or historical society to attend.

To register, send your name, institutional affiliation (if any), telephone number & email address, along with a check for \$5.00 made out to CDLC to:

Susan D'Entremont
Regional Archivist
Capital District Library Council
28 Essex St, Albany, NY 12206

Registration deadline is October 17, 2008.

Questions? Contact Susan D'Entremont at 518-438-2500 or susan@cdlc.org