



Establishing a Records Management Program: An Overview for Sports Organizations

Edmonton

Thursday, October 13, 6:45pm – 8:30pm
Woodcroft Library Meeting Room
13420 114 Avenue NW

Session Overview:

Is managing information crucial to the work and success of your organization?

Are you having trouble finding needed information?

Do you know how to establish a Records Management Program?

This session will identify the necessary steps to establish a Records Management Program and share information on managing information, including personal information. There will be a review of best practices and an opportunity to get your questions answered about records management and privacy.

Learning Objectives:

- Participants will be able to identify records and why they need to be managed
- Participants will be able to evaluate their current recordkeeping practices and identify at least one idea they can use to improve their recordkeeping
- Participants will be able to recognize content that is personal information and implement strategies for privacy protection

About the Facilitator:

Donna Molloy assists clients to establish Records Management Programs. She has expertise in creating retention schedules, policies and procedures, training materials and presentations. Her background is as a librarian, archivist, policy and training professional. She has worked for a variety of clients, including more recently, school divisions, a self-governing professional association, and a County.

Please register by noon on Tuesday, October 11

Email registration: gmultamaki@edmontonsport.com

Questions: Phone 780-497-7678 or email us

Cost: Free, but registration is mandatory.