

# Utah State Archives

## Revised 2011 Training Schedule

- **Records Management I**

(9:00 a.m. to noon)

- basic records management
- records officer responsibilities
- retention schedules
- records inventories

- **Records Management II**

(1:00 to 3:00 p.m.)

- electronic records considerations
- e-mail guidelines
- format management and conversion

Salt Lake City — January 6, April 7,  
July 7, October 6

Richfield — March 2

Price — September 28

St. George — September 7

- **Records Access I**

(9:00 a.m. to noon)

- classification
- record sharing
- records access

- **Records Access II**

(1:00 to 3:00 p.m.)

- GRAMA requests
- appeals process
- recent changes to GRAMA

Salt Lake City — February 3, August 4,  
November 3, December 1

Richfield — March 3

Price — September 29

St. George — September 8



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