



WORKSHOP REGISTRATION FORM

November 2016

**Division of Archives and Records
Government Records Section
109 E Jones St
Raleigh, NC 27601**

Please complete a separate form for each person who will attend

Participant Name (as it should appear on certificate):

State or Local Agency Affiliation, Division:

Telephone Number (with extension, if any) :

E-mail Address:

Please mark the workshops you would like to attend by placing an "X" on the appropriate line:

Introduction to Managing Public Records		
"X" Here	Date	Time
	November 16	9:00am-10:30am

Organizing Your Digital & Paper Files		
"X" Here	Date	Time
	November 16	10:45am – 11:45am

The Basics of Electronic Records		
"X" Here	Date	Time
	November 17	9:00am-10:30am

Managing E-Mail		
"X" Here	Date	Time
	November 17	10:45am – 11:45am

All workshops will be conducted in Room 208 of the North Carolina State Archives Building, located at 109 E Jones St. There is pay parking in the lot across the street from the building. Parking is free on either side of the Governor's Mansion on Lane or Jones Streets and on the backside of the mansion on Person Street after 9:00am.

Registration is being coordinated by Gail Elliott. Please complete this form entirely and forward to our coordinator if you wish to attend one or more workshops. The completed form may be sent as an e-mail attachment to: gail.elliott@ncdcr.gov OR you may fax completed forms to our office at 919-715-3627. If you have any questions, please call our office at 919-807-7350.

Thank you for your participation in our workshops.
-Government Records Staff