

Historical Records Preservation Workshop

When: Wednesday February 18, 2015

9:00 AM- 2:00 PM

Where: Georgia State Archives

5800 Jonesboro Road

Morrow, GA 30260

Cost: \$25 (includes lunch)

****Limited to 56 Attendees. Register on the [GRA website](#)****

The Georgia Records Association and the Georgia State Archives is pleased to offer a one day workshop discussing the preservation of historical records.

Agenda

- | | |
|--|----------------------|
| • An Overview of the Georgia Archives | Christopher Davidson |
| • Permanent Records | Christopher Davidson |
| • Records Management and Archives Services | Doug Rollo |
| • Setting Up Storage Space | Christopher Davidson |
| • Electronic Records and Disaster Preparation | Christine Garrett |
| • Case Study-Hancock County
Reformatting Records to Digital | Kim Norman |
| • Archives Microfilm Security Vault Tour | Christopher Davidson |

Archives Staff Presenters

Christopher Davidson, JD- Director

Doug Rollo- Asst. Director, Records Management

Christine Garrett- Electronic Records Manager

Kim Norman- Preservation Manager

The Friends of Georgia Archives and History ([FOGAH](#)) will offer up to ten (10) \$100 stipends to offset registration and travel for attendees from local governments. The first ten paid registrants via GRA website who email name, title, name of government, contact information, and formally request the stipend to christopher.davidson@usg.edu will be considered. Limit 1 application per government unit. Time stamp on GRA registration be used as official request time.