

**What Records do you  
need to keep?  
*what***



**How long do you need  
to keep your records?  
*how***

# **Records Management Statewide Training**

**February 11**

8:30 - 12:00 Records Retention & Disposition Schedules  
1:30 - 4:30 Designing Efficient Filing Systems  
NSLA - Conference Room A

**March 3**

1:30 - 4:30 Designing Efficient Filing Systems  
State Museum, Las Vegas

**March 4**

8:30 - 12:00 Records Retention & Disposition Schedules  
State Museum, Las Vegas

**April 1**

1:30 - 5:00 Records Retention & Disposition Schedules  
NSLA - Archives Research Room

**May 20**

8:30 - 12:00 Records Retention & Disposition Schedules  
1:30 - 4:30 Designing Efficient Filing Systems  
NSLA - Conference Room A

## ***Locations***

### **Carson City**

Nevada State Library and Archives (NSLA)  
100 North Stewart Street

### **Las Vegas**

State Museum, Las Vegas  
700 Twin Lakes Drive

## ***Nevada State Library and Archives***

***Department of Cultural Affairs***

Register on NEATS or  
call Records Management 775/684-3411

Spring 2010