

## Records Management Certification Program – “Taking your Management Skills to a higher level of Proficiency”

This two-day program is designed to inform public sector administrators and staff about records management and maintenance under the laws of Florida and about new technologies and management systems in the field of records management. The program is composed of four (4) modules:

**Module I** - Focuses on the basics of records management and maintenance, including public records law in Florida, privacy vs. right-to-know, and records retention and deduction. Questions and answers will be included at the end of the module.

**Module II** - Addresses file management and design, and file management, equipment and supplies, information storage, and retrieval systems. Questions and answers will be included at the end of the module.

**Module III** - Covers imaging and focuses on the legalities and standards related to Microfilm and optical digitizing, computer retrieval systems, and cost analysis. Questions and answers will be included at the end of the module.

**Module IV** - Addresses disaster preparedness/recovery system and contemporary records management issues including off-site storage, facilities management, and vital records. Questions and answers will be included at the end of the module.

### **Presenter/Facilitator**

The instructor for this program is Mr. Steve M. Lewis, President of S.M.L., Inc. Mr. Lewis has over 35 years of experience-managing Florida’s public records, including 14 years with the Secretary of State in the Records Management Program. He has logged over 4,000 hours in public speaking and training related to the issue of public records management in Florida.

**Date:** January 28 & 29, 2010  
**Time:** 9:00am – 3:00pm  
**Cost:** \$220.00  
\$100.00 additional for each additional participant  
**Location:** FIU, Biscayne Bay Campus - WUC 157



### **Other programs offered:**

**Grant Writing Certification Program**  
October 2010  
To Be Announced

**Administrative Professional Certificate Program –**  
January 27, 28, & 29, 2010  
FIU, Biscayne Bay Campus - WUC 157

**Business and Telephone Etiquette**  
February 4, 2010  
FIU, Biscayne Bay Campus - WUC 157

**Business Writing & Grammar –**  
March 10 & 11, 2010  
FIU, Biscayne Bay Campus - WUC 157

**Customer Service Essentials –**  
February 25, 2010  
FIU, Biscayne Bay Campus - WUC 157

**Office Professionalism –**  
March 25, 2010  
FIU, Biscayne Bay Campus - WUC 157

**Time and Stress Management –**  
March 16, 2010  
FIU, Biscayne Bay Campus - WUC 157

**Trigger-Proof Your Way to Success:  
12 Tools to Keep Your Cool and  
Confidence in the Workplace**  
April 8, 2010  
FIU, Biscayne Bay Campus - WUC 157