



## Municipal Records and Information Management

This workshop will explore the various ways in which your organization can meet its legislative obligations for records and information management. We will discuss the necessary policies and procedures for ensuring proper compliance, as well as additional steps for ongoing training and the development of practical tools for staff.

### Learning Objectives

- Understand the importance of a functioning Records and Information Management (RIM) program
- Develop a high-level plan for reaching compliance
- Understand the connection between RIM and Freedom of Information/Privacy (FOI/P)
- Develop strategies for effectively managing paper, digital and other records and information formats
- Know how to develop and implement policies, training, and other tools
- Know what to consider for an Electronic Document Records Management Solution (EDRMS)

### This Training is Ideal for:

- Chief Administrative Officers (CAOs)
- Clerks and deputy clerks
- Professionals responsible for record keeping and Freedom of Information/Privacy duties

### More Information?

Contact Jeanne Moon, Coordinator Programs & Services, for further details or questions:  
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If you are interested in booking this Corporate Training Workshop, please [click here](#) to submit a request through our online booking system.