YOUR SEAT AT THE PURCHASING TABLE:
A RECORDS MANAGEMENT POINT OF VIEW

Are you considering a career in records management or archives? Then you should attend this FREE half-day seminar by the Ohio Electronic Records Committee (OhioERC.org). This seminar will focus on what to look for in a records management system from the records manager's perspective and how records managers should be involved in the procurement process.

DATE: **October 28, 2015**

TIME: **AM Session: 8:30-11:45 a.m.**
PM Session: 12:00-3:15 p.m.

LOCATION: **State Library**
274 E. First Avenue
Columbus, OH 43201

COST: ***FREE!***

REGISTRATION IS REQUIRED FOR THIS EVENT @: http://bit.ly/RegisterOhioERC2015Seminar

Travel Scholarships: Travel scholarships are being offered for graduate students enrolled in Ohio Public History or Library Science programs. The scholarships are based on round-trip mileage from the university and will be awarded at a rate of $0.40 to $0.52 per mile, depending on the number of applications received. Due to limited funds, one scholarship per university will be initially awarded on a first-come, first-served basis (additional scholarships may be available per university if the funds are available). To apply for the scholarship, send your name, email address, phone number and university to Fred Previts, State Archivist at fprevits@ohiohistory.org. Special thanks to the Ohio Historical Records Advisory Board and the National Historical Publications and Records Commission for funding the scholarships.

AGENDA

OhioERC will host two identical sessions. Please register for either the AM session or the PM session.

AM		PM
8:30	**Registration**	**12:00**
9:00	**Records considerations during procurement** This session will provide an overview of the procurement process, including how to ensure recordkeeping concerns are dealt with during the process. *Daniel Noonan, e-Records/Digital Resources Archivist, The Ohio State University*	**12:30**
10:00	**Break**	**1:30**
10:15	**Case study: Ohio Attorney General's Office** The Ohio Attorney General's Office recently implemented a records management system. Join two employees from OAG as they walk through their experiences and share best practices and lessons learned. *Pari Swift, Senior Records Manager and Nathan Owens, Records Analyst, Ohio Attorney General's Office*	**1:45**
11:45	**Adjourn**	**3:15**