

Public Record E-Mail Retention and New General Records Schedules

Attachment to a [DDD Memorandum](#) from:
Records Management; 08/21/1996
Will Henson, Director, Records Management

Records Management Workshops

The Records Management Office will be offering the Basic Records Management Workshop on:

Nov. 6, 1996 9:30 - 11:30 a.m. Reitz Union Room 363
2:00 - 4:00 p.m.

Nov. 13, 1996 9:30 - 11:30 a.m. Reitz Union, Room 282
2:00 - 4:00 p.m.

Nov. 19, 1996 10 a.m. - noon Health Science Center, Room C1-7

This workshop will discuss the public records laws, university rules and procedures, general records management, records scheduling and disposition, and e-mail retention. Copies of the new University General Records Schedule will also be available. Please distribute this memo to all office managers, administrative assistants, and other employees who would benefit from attending. Call me at 392-4180 or send e-mail to WHenson@nervm.nerdc.ufl.edu to reserve a seat at the above workshops. Also, let me know if you have specific records management questions that you would like to have addressed during the workshop.

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