State Archives of Ohio presents:

Concepts in Records Management: Electronic Records

Business is increasingly being conducted in electronic formats, but managing those records can be a challenge. Electronic records need to be properly managed under the Ohio Public Records Law just like their paper counterparts. In this webinar we address questions like: Where should you be storing your electronic records? When is it okay to scan records? Are you able to quickly and efficiently retrieve your electronic records in the event of a public records request?

Key concepts will include:
- Pertinent Definitions and Ohio Revised Code
- Scheduling and formats
- Email management
- Storage
- Filing electronic records
- E-Discovery concerns
- Social media and websites as public records

Cost: $20.00

For more information, please contact localrecs@ohiohistory.org or 614.297.2553.