



Presents...

“Records Retention and Disposal Plans: From Clutter to Control”

Presented by
Carman Carroll

This session will explore some of the main aspects of establishing, implementing and maintaining successful records retention and disposal plans. It will explore legal, theoretical and practical aspects of managing records through the information life cycle

Friday, November 25th, 2011
West Block, Confederation Building, Conference Rm. A
12:00 pm – 2:00 pm

Free for Members,
\$15 for Non-Members

RSVP to armaterranova@gmail.com by Wednesday, November 23rd, 2011. **Please note of any dietary restrictions**