



Solving the **puzzle**
of Information and
Records Management

Info-Osmosis

Information and Records Management
Consultancy and Training

Local Government Records Management Classification and Disposal Training – GDS 20

Local Government of South Australia – Classification (including Local Government Thesaurus) and the application of General Disposal Schedule 20.

1 Day Training Course includes:

- Overview of Records Management in Local Government of South Australia
- Classification of Records – use of the Local Government Thesaurus – creation of file titles
- Application of General Disposal Schedule 20; implications of GDS 16, GDS 21, GDS 32
- Destruction of Temporary Records, and Management of Permanent Records

When and Where:

Wednesday 19 September 2018 - 9.15am to 4.30pm (registration at 9.00am)

Education Development Centre, Level 1 Room 1.11B
4 Milner Street, Hindmarsh SA 5007

Limited free off-street parking available in Orsmond Street, nearby - please visit www.edc.sa.gov.au for more details.

Cost

\$370 excluding GST per participant - or \$350 per person, for 2 or more participants from the same Council.

A training manual and certificate of attendance are provided.

Lunch and refreshments are included.

Presented by Wendy Fewsdale

Wendy is a qualified trainer and has extensive experience in local government records management, training and consulting. Wendy will provide practical, current and real life examples of recordkeeping in Local Government.

Registration

A fillable PDF registration form is available at www.info-osmosis.com.au/training, or by contacting administration@info-osmosis.com.au.

Registrations close **11 September 2018**