



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

RWWL RECORDS MANAGEMENT SYMPOSIUM

Tuesday, November 3, 2009

8:00 a.m. – 12noon

Executive Conference Center, Morehouse College

An invitation-only educational symposium for employees responsible for managing records at the Atlanta University Center Consortium, Clark Atlanta University, Interdenominational Theological Center, Morehouse College, Morehouse School of Medicine, Robert W. Woodruff Library, and Spelman College.

- Continental breakfast
- Presentation topics:
 - What Is Records Management and Why Should I Care?
 - Components of an Effective Records Management Program: Improve Efficiency, Preserve Legacy, Reduce Risk
 - Improve Access and Management of Paper Records, Electronic Documents, and Email

For more information contact:
Karen Jefferson, Records Manager
Robert W. Woodruff Library
404-978-2045 kjefferson@auctr.edu
www.auctr.edu/quick/records

Sponsored by the Robert W. Woodruff Library of the Atlanta University Center

Instructors: Cadence Group, Atlanta, GA www.cadence-group.com

This program is made possible through the generous support of the Andrew W. Mellon Foundation.