



# RECORDS TRAINING

**FREE FOR ANY COUNTY/LOCAL OFFICE!**

A training on records & information management, destroying and transferring records, permanent & critical records, electronic records, digitization projects, & learning about the County Commission of Public Records. Other benefits include a Q&A session & 1:1 discussions.



**04.17.2026**

🕒 10:00 a.m. - 12:00 p.m.

📍 **Henry County Memorial Park -  
W. G. Smith Building**  
260 W County Rd 100 N  
New Castle, IN 47362

**RSVP**

**by Monday, April 13!**

*Limited space available*

## Who Should Attend:

- Elected Offices
- Public Libraries
- Local Health Depts.
- Cities & Towns
- Planning & Zoning Depts.
- Township Trustees
- K-12 Public Schools
- Public Safety Agencies

**LEU'S  
& OTHER  
CREDITS  
AVAILABLE!**

🌐 [cty@iara.in.gov](mailto:cty@iara.in.gov)

📞 (812) 929-3882