

# DELTA STATE UNIVERSITY'S LOCAL GOVERNMENT LEADERSHIP INSTITUTE

*Supporting Municipal Leaders in the Mississippi Delta*



IN PARTNERSHIP WITH  
THE JOHN C. STENNIS INSTITUTE OF  
GOVERNMENT & COMMUNITY  
DEVELOPMENT AT MISSISSIPPI  
STATE UNIVERSITY AND THE  
MISSISSIPPI MUNICIPAL LEAGUE

## ABOUT US

The focus of the Local Government Leadership Institute at Delta State University is to assist Delta communities in addressing governance challenges by providing local officials with the basic knowledge and tools needed to run their municipalities effectively and efficiently. The Institute offers basic, hands-on, governance training over a variety of municipal topics. Contact us to reserve a seat at our next training today!

## DECEMBER 2017 TRAINING

When: December 21, 2017 @ 11:00am - 1:00pm  
 Location: Delta State University  
 Center for Community and Economic Development  
 1417 College St.  
 Cleveland, MS 38732  
 Guest: Mr. Tim Barnard, Director, Local Government  
 Presenters: Records Office, Miss. Dept. of Archives & History  
 Bob Dent, Director of Government Records  
 RSVP: By December 19<sup>th</sup> @ [cbeaty@deltastate.edu](mailto:cbeaty@deltastate.edu)



Photo courtesy of  
Delta Council

## TARGET AUDIENCE

Mayors, Alderpersons, and City Councilpersons in the following counties: Bolivar, Coahoma, Humphreys, Leflore, Sunflower, and Washington. (However, Mayors, Alderpersons/City Councilpersons statewide are welcome!)

## CONTACT US

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### "KEEPING YOUR RECORDS STRAIGHT: UNDERSTANDING AND SECURING MUNICIPAL RECORDS"

#### LEVEL ONE - STARTER TRAINING: DAY ONE, NOW WHAT?

Keeping your Records Straight: Understanding and Securing Municipal Records	This session provides an overview of records management – both paper and electronic records – and covers the basics of an emergency preparedness plan to preserve and provide access to essential records in case of a disaster.
Open Discussion	Q & A/Wrap up

**TWO (2) MML CMO CREDITS AVAILABLE; LUNCH SERVED**

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