

# 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!

## OCTOBER 2018 TRAINING

When: October 18, 2018 @ 10:00am - 12:00pm  
 Location: Delta State University  
 Center for Community and Economic Development  
 1417 College St.  
 Cleveland, MS 38732  
 Guest Presenters: Mr. Tim Barnard, Director, Local Government  
 Records Office, MS. Dept. of Archives & History,  
 Rebecca Mee, Local Government Records  
 Specialist, MS. Dept. of Archives & History  
 RSVP: By October 15<sup>th</sup> @ [cbeaty@deltastate.edu](mailto:cbeaty@deltastate.edu)



Photo courtesy of  
Delta Council

## TARGET AUDIENCE

**CITY CLERKS** IN THE FOLLOWING  
 COUNTIES: BOLIVAR, COAHOMA,  
 HUMPHREYS, LEFLORE, SUNFLOWER,  
 WASHINGTON, ISSAQUENA, PANOLA,  
 QUITMAN, SHARKEY TALLAHATCHIE, &  
 YAZOO (ELECTED OFFICIALS STATEWIDE  
 ARE WELCOME TO ATTEND!)

## CONTACT US

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 Local Gov't Leadership Institute  
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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

**CERTIFICATES AVAILABLE FOR COURSE CREDIT; LUNCH SERVED**

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