

RECORDS MANAGEMENT FOR DITCH COMPANIES

When: Thursday, November 8, 2007
10 am – 4 pm

Where: Lory Student Center, Room 220-222
Colorado State University
Fort Collins, Colorado

Cost: \$50 for DARCA members, \$75 for non-DARCA members

“Records Management for Ditch Companies” will present best practices for maintaining and storing ditch company documents. Most ditch companies are nearly a century old, and many have files dating back to the company’s inception. In this workshop, you will learn the best methods for properly storing and cataloguing your documents, and how to institute procedures today that will insure your files stay in order tomorrow. You will also learn what an archive can do for you.

The instructor for the first part of the workshop is Janet Bishop, Coordinator of Archives and Special Collections at CSU’s Morgan Library. Janet will go over the basics of records management and how to apply them specifically to ditch company records. Janet has been at CSU for two years and in the archives profession for more than twenty. She has conducted a similar workshop for the Ute Water Conservancy District.

The instructor for the second part of the workshop is Patty Rettig, head archivist for the Water Resources Archive at CSU’s Morgan Library. Patty will give a presentation on the Water Resources Archive, which houses historically important collections related to Colorado’s water. Patty has worked on the water archive for six years and has been an archivist for nine years. She has given many presentations related to Colorado water and the archive to diverse audiences.

The workshop will end with an optional tour of the Water Resources Archive in Morgan Library, just across the plaza from Lory Student Center.

The cost for this workshop is \$50 if you are a DARCA member; the fee for non-members is \$75. Lunch and handouts are included in the cost. Limit: 65 attendees.

The Records Management is sponsored by Poudre Valley REA, Applegate Group Inc. and Aqua Engineering Inc.