



## **DISTRICT VII FALL MEETING**

**DATE:** Thursday, November 9, 2017

**LOCATION:** Waupaca Ale House  
201 Foxfire Drive  
Waupaca, WI 54981

**REGISTRATION FEE:** \$25 for members; \$35 for non-members

### **AGENDA**

- 8:30 – 9:00 AM** Registration with coffee, Danish and Fresh Fruit
- 9:00 – 9:15 AM** District Meeting – Updates on what is happening in WMCA
- 9:15 – 11:15 AM** **Retention and Disposition of Local Government Records**  
Are you curious how long you need to hold onto your public records? Join local government records archivist, Andrew Baraniak, as he provides resources and guidance for scheduling your records and what new resources are on the way. A discussion on digitization guidance will also be discussed as time permits
- 11:15 AM–12:15 PM** Lunch – Oven Roasted Chicken, Potatoes & Veggies
- 12:15– 3:00 PM** WEC – Election Updates – Get ready for the 2018 Election Cycle

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**[This meeting is worth 5.25 credit hours toward WMCA Certification.]**

**There is no partial day registration – the fee is non-negotiable.**

**Late registrations will be charged a \$10 service fee.**

**Cancellation Policy: 50% of registration will be forfeited upon cancellation prior to the deadline and 100% of the registration fee will be forfeited upon cancellation after the deadline.**

Your professional link to excellence



DISTRICT VII FALL MEETING REGISTRATION FORM – One Form Per Registrant
Thursday, November 9, 2017

For On-Line Registrations: On-line registration is available until Noon on Monday, November 6, 2017, with the option to pay by credit card or mail-in a check after registration.

For online registration go to: http://wisclerks.org/education-training/DistrictMeetings/

For Mail-In Registrations: Make check payable to WMCA and mail it in with Page 2 to:

WMCA
1414 Montclair Place
Fort Atkinson, WI 53538.

Must be postmarked by Friday, November 3, 2017.

Name: Total Amount Enclosed: \$

Title: Member ( )

Municipality: Non-Member ( )

Non-members - Email Address:

Do you have a specific item that you want to know the retention period for?

If paying by credit card, fill out the following and send this registration form to the address above:

Visa Card Number

Mastercard Security Code Expires (MM/YYYY) /

Discover

American Express Print Cardholder's Name:

Signature

Date

Total Occupancy: 90

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If you have any agenda questions, contact one of your District Directors – Angie Cain, Deputy Clerk, Town of Grand Chute - angie.cain@grandchute.net Vicki Tessen, Deputy Clerk, Village of Kimberly - vtessen@vokimberly.org

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