

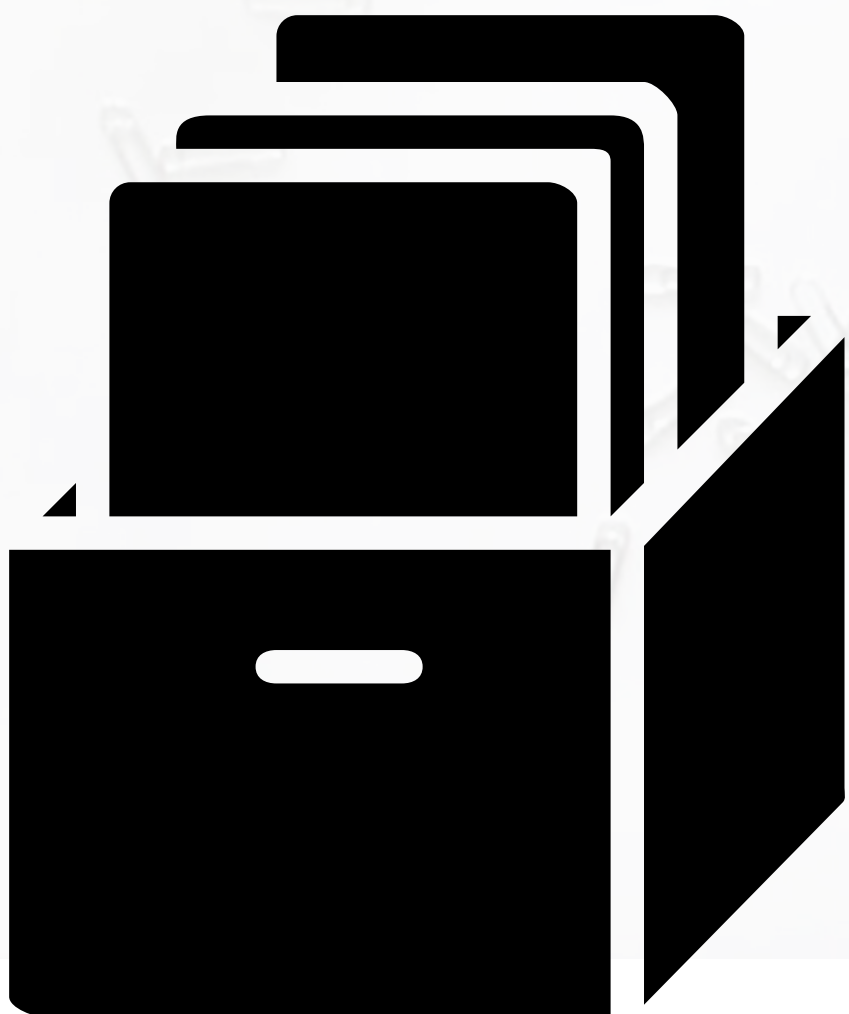
THE MARIN COUNTY OFFICE OF EDUCATION AND  
SCHOOL & COLLEGE LEGAL SERVICES PRESENTS

# PERSONNEL RECORDS RETENTION WORKSHOP

## Topics Will Include:

- Employee File Contents and Formatting
- Retention Rules
- Public Records Requests and Subpoenas
- Interview Files

**Space is  
Limited!  
Sign-Up Today!**



## DETAILS:

**Date: January 10, 2020**

**Time: 10am to 1pm**

**Cost: \$100**

**Register:**

**<https://prrmcoe.eventbrite.com>**

**Location:**

**Marin County Office of Education  
111 Las Gallinas Avenue  
San Rafael, CA 94903**



**MARIN COUNTY  
OFFICE OF EDUCATION**