



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

Library of Virginia to Offer Managing Your Records Workshop on April 15

Contact: Janice M. Hathcock
804-692-3592

For Immediate Release

You have just finishing filing your federal taxes after a frantic scramble to gather canceled checks, W-2 forms, medical and business expenses documentation, receipts for charitable contributions and records of contributions or distributions from IRAs, pension or annuities. There has to be better way!

On April 15 from 10 a.m. to noon, records analysts from the Library of Virginia will show you that better way to keep your records. The Library will present a free workshop for members of the public addressing the challenges of and strategies for maintaining personal records. The **Managing Your Records** workshop will concentrate on how to keep and organize important medical and financial records and avoid identity theft. Participants will learn what records they need to keep and how long they need to keep them. Advice will be offered on creating a personal health record and safeguarding important personal papers. Archivists will be available to answer questions on preserving documents related to family history.

There is limited, free parking for the workshop in the Library's underground deck, which is accessible from either Eighth or Ninth streets. This workshop is free but space is limited. Please contact 804-692-3600 or recman@lva.virginia.gov to reserve a seat.

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800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *tyy*

