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## 02/14/1986 - Records Management Workshop

University Marketing and Communications

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EASTERN ILLINOIS UNIVERSITY  
Charleston, Illinois

# news

February 14, 1986

Select 3

HARRY BEAD, Director of Information and Publications (217) 581-2820

FOR IMMEDIATE RELEASE

CHARLESTON, IL--A Records Management workshop will be offered to anyone interested on Wednesday (Feb. 19) in the Effingham Room of the Eastern Illinois University Union from 1-4:30 p.m.

Administered by the EIU Community Business Assistance Center (CBAC) and co-sponsored by the Small Business Administration and Charleston Area Chamber of Commerce, the workshop will cover such topics as records management defined, why you need records management, what records management can do for you, how to organize your records, how to select equipment and supplies and how to decide what to keep and for how long.

A \$35 registration fee includes materials and refreshments. For further information, call Dr. Terry Maris, assistant dean of the College of Business, at 581-3526.

The workshop instructor will be Dr. Marilyn Wilkins, associate professor of business education and administration.

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CHARLESTON, IL--An Eastern Illinois University Community Business Assistance Center (CBAC) workshop on Finance for Non-Financial Managers will be held Friday (Feb. 21) from 8:30 a.m.-4:30 p.m. at Jumer's Castle in Urbana.

Co-sponsored by the Small Business Administration, the workshop will discuss balance sheets, income statements, ratio analysis, capital budgeting and other subjects related to finance and accounting.

The \$65 registration fee includes lunch, refreshments and materials. For further information, contact Dr. Terry Maris, assistant dean of the EIU College of Business, at 581-3526.

The instructor will be Dr. Yunus Kathawala, EIU associate professor of management and marketing.