

The [inviter name(s) here; e.g., Minnesota Historical Society, State Archives Department], cordially invite[s] you to participate in the Introduction to Metadata for Decision-Makers Briefing on [**date here**]. The briefing is a two-hour experience, and we hope you will take advantage of this opportunity to learn more about electronic records and metadata.

This briefing will cover the following topics:

- **Managing records** Laws, litigation, and common sense all point to keeping records you need and disposing of records you do not need.
- **Finding records** The average person and organization can generate endless amounts of electronic records, but they are useless unless you are able to find them.
- **Evaluating records** Authenticity, reliability, and trustworthiness are all attributes of a record you need to know.
- **Using records** Once you find a record you need to understand how to put it to use.

The briefing is an introduction to the topic of metadata. It will give you the confidence to discuss and work with metadata as a tool for managing electronic records, and will show you where and how you can learn more. The briefing will be informal, with opportunities for interaction with classmates and the instructors. Please arrive ready to participate.

The briefing will be held on [**date here**], from [**time here**], at [location and address here].

Please RSVP to [name here] at [e-mail address here], by [**RSVP date here**] if you are interested in attending. In your **RSVP**, please include the following information:

First and last name
Organization and title
Address and telephone number
Any special needs you may have

We are looking forward to meeting you at the Introduction to Metadata for Decision-Makers Briefing on [**date here**].

Sincerely,

[Partners names and titles, if applicable]

[Instructors names, titles, e-mail addresses, and telephone numbers]