

Municipal Court Administration Association

MCAA 2.0

March 5, 2025

Municipal Association of SC
1411 Gervais St.
Columbia, SC 29201

Wednesday, March 5

Noon – 1:00 p.m. Lunch
1:00 – 4:00 p.m. MCAA 2.0

This class will be taking a deeper dive into the high-risk liability area of records from records information management itself, setting up a records cooperative, creating ways to retrieve records on demand and archiving. The information provided will assist in avoiding the pitfalls of not knowing what you do not know as the records custodian of the court.

4:00 p.m. Adjourn

About the Instructor

Pam Larson, Clerk of Operations, City of Greenville

Pam Larson is currently clerk of operations for municipal court. She has worked for the City of Greenville for over 24 years. Larson started as a police officer working in the Uniform Patrol Division and then moved to traffic. She moved to the court in 1998. While working for the court, she obtained her Bachelor of Liberal Arts with an emphasis on business administration from Furman University. Larson also acquired a dual master's degree in management and human resource development. Her thesis was based on a business model she designed for court that gained recognition by the National Center for State Courts. She has managed the court like a business during her tenure as clerk of operations. Larson left the city for two years to work for Spartan Technology Solutions as an operations manager, which included supervising the support staff, implementing software and records management projects and handling sales and marketing. Before joining the City of Greenville, Larson was a marketing and promotions director for WMYI. She has been a member of MCAA since 2011.

Contact Information

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Registration Information

Online registration is available for MCAA 2.0. Log on to www.masc.sc to register. Online registrations must be paid by Visa or MasterCard. The meeting is \$50 for attendees. The registration fee includes the educational materials and lunch. **The registration deadline is Wednesday, February 19, and attendance is limited to the first 30 registrants.**

Register online at www.masc.sc or mail completed registration form and check made payable to the Municipal Association of SC to:

MASC
PO Box 12220
Columbia, SC 29211
ATTN: MCAA

Conference attire is business casual. The session rooms may be cool, so you may want to bring a sweater or jacket.

MCAA Registration Form

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Name Badge Information

The following information will appear on your name badge for this meeting.

First name (example: Bill) Mr. Ms. Dr.

Full name (example: William J. Smith, Jr.)

Title New

Local government/business name

Contact Information

Birth month/day Last four digits of SSN

This combination of numbers is used as the official's personal identification number to access online services, simplify event registration and ensure proper recording of participation in Association training programs.

Local government/business name

Preferred mailing address New Type: Municipal Business

City/State Zip

Preferred phone New Type: Municipal Business Mobile

For additional attendees, make a copy of this form.

Registration Fees

Registration Fee \$50



Municipal Association
of South Carolina

1411 Gervais Street
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www.masc.sc

*The Municipal Court Administration of SC is an affiliate of
the Municipal Association of SC.*