

Industry Training

✓ Introduction to Records Management

✓ Recordkeeping fundamentals

✓ Capturing & Classification of Records

✓ Records Retention and Disposal Scheduling

✓ Designing and Developing a Thesaurus

✓ EDRMS Functions, Requirements and Implementation

✓ Best Practice – Introduction to DIRS / DIRKS Steps A, B & C

Records Management 1 - Introduction to Records Management

Course Objective

The objective is to provide participants with the knowledge of and experience in the fundamentals of Recordkeeping concepts. Through an interactive workshop, participants will gain an understanding of records and Recordkeeping fundamentals.

Course Outcomes

Participants will:

- Acquire knowledge of the role of Records Management within an organization
- Receive an understanding of common words/language used in the records management industry.
- Understand the value of records and why an effective Records Management program is essential.
- Understand the principles of records management.
- Develop an understanding of the records life cycle and continuum models.
- Gain an understanding of physical file and document management principles.

Course Content

- Why keep records?
- Why is good Records Management important?
- Benefits of effective Records Management
- Defining key terms
- Records as evidence
- Managing paper and electronic records
- Principles
- Legislation
- Records Management programs, systems and standards
- Managing the life of the record
- The Records Management Industry

Methodology

Both Records Management 1 and 2 courses can be conducted consecutively. The courses are conducted in a classroom facilitator lead format with interactive questioning and group work. Both courses are conducted with a minimum of 5 students.

Duration

Records Management 1 is a ½-day program.

Who should attend?

People who are new to the industry would benefit from this training covering records management principles.