

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 3 – How to Apply a Records Retention and Disposal Schedule

Course Objective

To provide participants with knowledge to undertake a disposal program including, conduct a records survey, assess records for disposal, undertake disposal actions, maintain control of records and transfer of records.

Course Outcomes

Participants will:

- Gain an understanding of Disposal Schedules / Authorities.
- Understand the principles of sentencing and destruction of records.
- Develop an understanding of planning and using secondary storage facilities.

Course Content

- Disposal Schedule Overview
- Role and Purpose of a Disposal Schedule
- Application of the Disposal Schedule
- Records Appraisal and Decision Making
- Sentencing Records
- Legal Responsibilities – forms completion
- Records Destruction
- Secondary Storage Management

Methodology

The course is conducted in a classroom facilitator lead format with interactive questioning and group work activities. The course is conducted with a minimum of 5 participants.

Duration

Half day program.

Who should attend?

People involved in the management and preservation of records.

Cost

This course costs \$200.00 per person (plus GST) with all course material supplied. Price subject to change without notification.