

# 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 4 – Designing and Developing A Thesaurus

### Course Objective

To provide participants with knowledge to design and develop a Thesaurus, including conducting preliminary investigations, reviewing business activities and identifying requirements of an organization.

### Course Outcomes

Participants will acquire the knowledge to design and develop a Thesaurus.

### Course Content

- Role and Function of a Thesaurus
- Preliminary investigation – role of the organisation, legislative requirements, etc.
- Review and analysis of business activity (functions, activities, transactions)
- Identification of requirements
- Identification of unique functions / activities
- Draft grouping of terms and scope notes
- Draft compilation
- Importance of user feedback
- Final product

### Methodology

The course is conducted in a classroom facilitator lead format with interactive questioning and group work activities. Exercise in developing a series of two or three Thesaurus terms (functions / activities for sample records) including developing scope notes and non preferred terms, etc. There will be a written test at the close of the session. The course is conducted with a minimum of 5 participants.

### Duration

1-day program.

### Who should attend?

People involved in the design or development of a Thesaurus.

### Cost

This course costs \$350.00 per person (plus GST) with all course material supplied. Price subject to change without notification.