

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 6 – Functions and Requirements of an Electronic Document and Records Management System (EDRMS)

Course Objective

To provide participants with knowledge to design and develop an EDRMS User Requirement Specification. Through an interactive workshop, participants will identify requirements articulated under International Standard ISO 15489.

Course Outcomes

Participants will acquire the knowledge to design and develop an EDRMS User requirement specification.

Course Content

- Characteristics and requirements of an EDRMS
- Requirements articulated under International Standard ISO 15489

Methodology

The course is conducted in a classroom facilitator lead format with interactive questioning and group work activities. Exercise in developing an EDRMS User Requirement Specification with a written test at the close of the session. The course is conducted with a minimum of 5 participants.

Duration

Half day program.

Who should attend?

People involved in the design and development of an EDRMS User requirement specification.

Cost

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