



Advanced Records Management Systems

Course Description:

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers the variety of activities involved in the maintenance and use, as well as the disposition, of Federal records. It presents practical applications in handling records of various types.

Target Group:

- ◆ Records Managers
- ◆ Information Governance professionals
- ◆ Departmental managers responsible for Records Management
- ◆ IT staff responsible for records management
- ◆ Representatives from National and Provincial Archives
- ◆ Representatives from watchdog organisations responsible for Industry Governance

Prerequisites:

- ◆ good knowledge of document management systems
- ◆ Basics knowledge of computer skills

Course Contents:

1. Strategic Planning and Management for Records and Archive Services
2. Beyond basic Electronic Records – critical issues to consider
3. Information Governance (Beyond Records management, Risk and Security)
4. Transparency and Records Management
5. Managing Social Media Records
6. Managing Documents & Records in the Cloud
7. Business Classification Schemes
8. SharePoint E-Records Management

