Electronic Document and Records Management Systems

40 Hours

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 organizations responsible for Industry Governance

Prerequisites:

Basics knowledge of computer skills

Course Contents:

1. Review of EDRMS components and functionality:
2. Enterprise Content Management (ECM) systems
3. Developing a strategy for EDRMS
4. Detailed policy and procedure development
5. Detailed communications management
6. Document imaging in detail
7. Data capture and document capture
8. Metadata
9. E-mail rules
10. Information Security
11. Electronic Discovery
12. Analyzing work processes that capture or manage records
13. Digital Preservation