Course title: Records Management Training Course

Course link: https://upskilldevelopment.com/records-management-training-course

Introduction

Records management is the systematic control of an organisation's records, throughout their life cycle, in order to meet operational business needs, statutory and fiscal requirements. Effective management of corporate information allows fast, accurate and reliable access to records ensuring the timely destruction of redundant information and the identification and protection of vital and historically important records.

The course focuses on using records management and archiving as a tool for supporting organization's business processes. Upon completion of these courses, participants will have the knowledge and skills necessary to perform their records management and archiving duties more efficiently and effectively.

Course Duration

5 Days

Course Objectives

By the end of the course, participants will be able to:

- Carry out organizational recordkeeping requirements analysis
- Develop a robust records management plan
- Effectively implement a records management system
- Understand the best practices in records management
- Understand how to monitor and control a records management system

Course Content

Introduction to Records

Aly's Centre Muthithi-Mpaka Road
Junction
Westland Nairobi Kenya

Tel: (+254) 721 331 808
Email: training@upskilltrainingcenter.com
Website: www.upskilltrainingcenter.com

- Basic definitions
- Importance of records in organizations
- Various types of records
- Important Qualities of Records

Records Lifecycle

- Stages of a record's life cycle
    - Current Records/ Active
    - Semi Current/ Semi Active
    - Non-Current /Inactive

Introduction to Records Management

- Definition of key terms and concepts
- Introduction to various records management functions
- Roles of various records management units
    - Registry
    - Records Centre
    - Archive

Classification of Records

- Introduction to records classification
- Types of classification schemes
- Designing a records classification System

Record Indexing, Records Retention and Disposition

- Introduction to indexing of records
- Indexing process
- Records Retention and Retention Periods
- Records Transfer Processes
- Designing a records retention and Disposition Schedule

Metadata in Records Management

- Importance of metadata
- Different types of metadata
- Methods for collecting and applying metadata

Records Appraisal

- Importance of conducting records Appraisal
- Records appraisal tools
- Conducting a records appraisal
- Records Inventory

Records Management Policy and Standards

- Records Management Standards
  - De Jure Standards
  - De Facto Standards
- Importance of Standards in RM

Records Management and ISO

- ISO 9001 Quality Management Systems RM requirements
- ISO RM Standards
- RM best practices

RM Policy and Procedures

- Objectives of records management policy
- Record management responsibilities
- Key provisions of record management policy
- Designing and Implementing RM Policies and Procedures

Electronic Records Management

- Introduction to Electronic Records Management
- EDMS, ERMS and EDRMS
- Functional Requirements for EDRMS

- Evaluating EDRMS capabilities
- Selection criteria and vendor evaluation when acquiring a RM System
- Implementing a ERM systems

Disaster Management in RM

- Types of disasters that affect records
- Disaster Planning, prevention, response and recovery
- Internet and web security for electronic records
- Protecting vital records

Monitoring and Auditing of Records Management System

- Conducting regular reviews of records management programs
- Monitoring compliance to records management guidelines

Training Approach

This course will be delivered by our skilled trainers who have vast knowledge and experience as expert professionals in the fields. The course is taught in English and through a mix of theory, practical activities, group discussion and case studies. Course manuals and additional training materials will be provided to the participants upon completion of the training.

Tailor-Made Course

This course can also be tailor-made to meet organization requirement. For further inquiries, please contact us on: Email: training@upskilldevelopment.com Tel: +254 721 331 808

Training Venue

The training will be held at our Upskill Training Centre. We also offer training for a group (**at a discount of 10% to 50%**) at requested location all over the world. The course fee covers the course tuition, training materials, two break refreshments, and buffet lunch.

Visa application, travel expenses, airport transfers, dinners, accommodation, insurance, and other personal expenses are catered by the participant

Certification

Participants will be issued with Upskill certificate upon completion of this course.

Airport Pickup and Accommodation

Airport pickup and accommodation is arranged upon request. For booking contact our Training Coordinator through Email: training@upskilldevelopment.com, +254 721 331 808

Payment should be done two weeks before commence of the training, to Upskill Development Center account, so as to enable us prepare better for you.