

# ELECTRONIC RECORDS MANAGEMENT & ARCHIVING COURSE

The Electronics Management  
Course will cover areas such as:



- Establishing A Records Management Program – Policies & Procedures
- Information Life-Cycle Management
- File /Record Tracking
- Records Survey
- Mail Management
- Management Of The Registry
- Records Appraisal & Retention Scheduling
- Retention Scheduling

- Records Centre Operation
- Digital Archiving And Curation
- Safety And Security Of Electronic Records
- Creating E-Records File Structure
- Email Management
- Taxonomy
- Metadata Development & Use
- Records Management Technologies

## Electronic Records Management

Identifying, Organizing, and  
Preserving your e-records

### Who should attend?

**Business Managers, IT Managers, Compliance Officers, Archivists, Librarians, Risk Managers, Records Managers, Information officers & staff**  
**As well as solution providers, project managers, PA's and Administrative Secretaries**  
**Administrative officers & Assistants and technical staff.**

## Training Structure

### DAY 1:

#### THE OPPORTUNITIES AND CHALLENGES OF ELECTRONIC RECORDS

- What Are Electronic Records?
- Formats for Electronic Records
- The Multiplicity of Electronic Records
- Electronic Records as Evidence
- Benefits of Electronic Technologies
- Challenges of Electronic Records Management
- The Reality of Electronic Records
- Types of Information Systems
- The Nature of Electronic Information



### DAY 2:

#### TECHNOLOGICAL, LEGAL & ORGANISATIONAL FRAMEWORK FOR ELECTRONIC RECORDS MANAGEMENT

- The Importance of Understanding Information Architectures
- Critical Information Technology Infrastructures
- E-Records and the Law
- Identifying E-Records-related Legislation
- Regulatory and Policy Issues
- Understanding Organisational Cultures

#### Electronic Records Management

The transition from paper to electronic media



## DAY 3:

### THE ROLE OF STANDARDS AND GUIDELINES

- The ISO and Standards
- Information Standards
- Functional Requirements for Record Keeping
- ISO 15489: Records Management Standard
- Digital Preservation: *OAIS Reference Model*
- International Archival Descriptive Standards
- Archival Codes of Ethics
- Applying Standards and Guidelines



@-enhancement

## DAY 4:

### THE IMPORTANCE OF METADATA

- Email Management Application
- What Is Metadata?
- Metadata and Records Management
- Developing Metadata Schema
- E-records & Taxonomy

