This programme is based largely on the international standards and methodologies for implementing Records Management. This programme is ideal for Records Managers in the Private sector who need a comprehensive approach and guidance to planning, setting up and managing records within the organisation. Delegates will receive a number of templates and frameworks to kick start their records management improvement. This programme is a must for any staff member who has been appointed to the position of records manager, or who has been allocated those responsibilities.

Facilitators:
COR Concepts facilitators are all specialists in the field of Document, Records and Information Management. Most of our Records Management facilitators have worked at one of the Provincial or National Archives and Records Services and are carefully selected to deliver the most value to assist you in applying the course content to your organisations. Our EDRMS facilitators all have extensive experience in the design and/or implementation of these systems.

Outcomes: Delegates will be able to:
• Understand the legal environment that surrounds records management and their responsibilities in terms of the law
• Make informed decisions relating to electronic records, and advise their organisations accordingly
• Conduct a records audit as a basis for developing a records management strategy
• Create and implement a records management roadmap and programme
• Use the DIRKS records management methodology in accordance with ISO 15489
• Understand the various standards applicable to records management

• Manage records on all formats
• Conduct an analysis of processes which impact on records management
• Develop a Business Classification Scheme or File Plan
• Implement a retention schedule
• Implement a systematic disposal programme to destroy or transfer records which no longer have value
• Understand the risks associated with various types of records media and protect against these risks.
• Understand Vital records, and implement a vital records plan
• Develop a change and communications plan.
• Implement an on-going audit and assessment programme.

Who Should Attend:
• Records Managers
• Senior Registry Officials
• Departmental managers responsible for Records Management
• Departmental/unit records coordinators
• IT staff responsible for records management

With the assistance of your expert facilitator, you will be equipped with a practical step-by-step approach to successfully implement your new electronic documents and records management system. This training programme will, through case-studies, practical exercises and group discussions, empower you to apply EDRMS principals to ensure data integrity, quality and security.
PART 1: STATUTORY AND REGULATORY FRAMEWORK
- Statutory and regulatory framework applicable to records management in the Private Sector
- Records Management standards
- Implications for Electronic records

PART 2: SETTING UP A RECORDS MANAGEMENT PROGRAMME
- Creating a Records Management strategy
- Conducting a records assessment/audit using Generally Accepted Recordkeeping Principles (GARP)
- Implementing according to the standards (ISO 30300, 30301, 15489)
- The DIRKS Methodology (Developing and Implementing a Record Keeping System)
- Functions and responsibilities of a Records Manager

PART 3: MANAGEMENT OF PRIVATE SECTOR RECORDS.
- Understanding Documents v Records and the interrelationships between them
- Managing electronic records
- Metadata and naming conventions
- Managing micrographic records
- Managing audio-visual records
- Managing security classified records in all formats
- Digital preservation
- Vital records

PART 4: RECORDS CLASSIFICATION SYSTEMS
- Designing, implementing and maintaining a records classification system
- Records Inventories and audits
- Creating Functional subject filing systems
- Designing and implementing a new file plan
- Implementing and maintaining a file plan or classification scheme

PART 5: DISPOSAL OF RECORDS
- Understanding the records lifecycle
- Creating retention schedules
- Creating a Systematic disposal programme
- Gaining control
- Current records
- Terminated records
- Applying for approval to destroy
- Current records
- Terminated records
- Disposal of records
- Destruction of records
- Transfer of Records
- Transfer to an archive

PART 6. CARING FOR RECORDS
- Paper-based records
- Cartographic records
- Audiovisual records
- Electronic Records
- Caring for magnetic media
- General
- Magnetic tapes
- Diskettes
- Caring for optical media
- Micrographic records
- Audio-visual records

PART 7: COMMUNICATIONS AND CHANGE MANAGEMENT
- How to create a communications plan
- Rolling out the plan

PART 8: COMPLIANCE MONITORING
- On-going audits
- Maturity assessments

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- For any cancellations received 20 working days before the start of the training course, COR Concepts will issue 100% credit for the value paid to be used for up to one year from the date of issue for any further COR Concepts training course;
- For any cancellation received less than 20 working days before the date of the training course, the full fee will be payable and no refunds or credit notes will be given;
- If a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or credit note will be issued;
- Delegate substitutions are welcome. Please notify us 5 days before the event.

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Confirmation
Your registration will only be confirmed once payment is received and may be subject to cancellation.

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COR Concepts reserves the right to refuse admission to the training course where evidence of full payment cannot be shown.

Delegate Substitutions
Delegate substitutions are welcomed at any time and do not incur any additional charges. Please notify us in writing of any such changes.

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I acknowledge that I have read and understood all of the Payment Methods, Policies and Terms and Conditions (including payment terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the under mentioned organization which I am duly authorised to represent.

Name: ____________________________

Organization: ____________________________

Job Title: ____________________________

E-mail: ____________________________

Signature: ____________________________ Date: ____________

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