This programme closely follows the Requirements for Records Managers in the Public Sector as set out by the National Archives and Records Service (NARS). This programme is ideal for Records Managers in the Public Sector who have not been through the National Archives training, and covers all the content required by NARS for compliance to their Directives. 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.

Objective:
The objective of the 5-day records management course is to teach the basics of records management and explain the National Archives’ role in promoting efficient records management.

Outcomes: By the end of this course you will:
- Have a detailed knowledge of the roles and responsibilities of records managers in South African Public bodies
- Be able to perform the tasks required of a records manager
- Develop a file plan in accordance with National Archives requirements
- Create the necessary registers for the registry
- Manage records in accordance with the law in South Africa
- Provide the proper level of care for public records
- Dispose of records when they are no longer required.

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 records management programme according to the National and Provincial Archives and Records Service requirements. This training programme will, through case-studies, practical exercises and group discussions, empower you to apply records management principals to ensure records integrity, quality and security.
PART 1: STATUTORY AND REGULATORY FRAMEWORK
Statutory and regulatory framework applicable to records management

PART 2: MANAGEMENT OF PUBLIC RECORDS
Managing electronic records
Managing micrographic records
Managing audio-visual records
Managing security classified records in all formats
The designation and responsibilities of a records manager

PART 3: RECORDS CLASSIFICATION SYSTEMS FOR PUBLIC RECORDS
Designing, implementing and maintaining records classification systems
Functional subject filing systems
Designing and implementing a new file plan
Application and Maintenance of the filing system
Schedule for records other than correspondence systems
Schedule for paper-based records other than correspondence systems
Schedule for electronic records systems
Schedule for micrographic records
Schedule for audio-visual records
Discontinuing/terminating records systems
The specific responsibilities of the records manager

PART 4: DISPOSAL OF RECORDS
Systematic disposal programme
Gaining control
Current records
Terminated records
Applying for disposal authority
Current records
Terminated records
Security classified records not covered by the categories above
Disposal of records
 Destruction of records Transfer of Records General Transfer to archives repositories
Transfers between governmental bodies
Transfer to off-site storage facilities
The specific duties of the records manager

PART 5. CARING FOR PUBLIC RECORDS
Caring for specific types of record
Paper-based correspondence files
Records other than correspondence files
Cartographic records
Photographs and negatives
Books and registers other than library material
Electronic Records
Caring for magnetic media
General
Magnetic tapes
Diskettes
Caring for optical media
Micrographic records
Audio-visual records
Security classified records in all formats
The specific responsibilities of the records manager

PART 6: TRAINING
Specific responsibilities of the records manager

PART 7: COMPLIANCE MONITORING
Specific duties of the records manager

REGISTER TODAY!
Call : +27 12 667 3391 or +27 83 273 6087 or
Complete the form overleaf and fax to 086 556 7392 or
Register online @ http://www.corconcepts.co.za
COR Concepts Cancellation and Postponement Policy

In the event that COR Concepts cancels an event, delegate payments will be refunded. In the event that COR Concepts postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future event. This credit will be available for up to one (1) year from the date of issuance. No refunds will be available for postponements. COR Concepts is not responsible for any loss or damage as a result of a substitution, alteration or postponement of an event. COR Concepts shall assume no liability whatsoever in the event this training course is rescheduled or postponed due to fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.
Terms and Conditions

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All delegate cancellations must be received in writing and are subject to the following conditions:

- 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.

Easy Payment Methods: Cheque or Direct Deposit

IN ORDER TO SECURE YOUR REGISTRATION, PAYMENT IS DUE IN FULL UPON RECEIPT OF INVOICE

Confirmation

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

Right of Admission

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.

Application for Registration & Acceptance of Terms & Conditions

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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