

Industry Training

✓ Introduction to Records Management

✓ Recordkeeping fundamentals

✓ Capturing & Classification of Records

✓ Records Retention and Disposal Scheduling

✓ Designing and Developing a Thesaurus

✓ EDRMS Functions, Requirements and Implementation

✓ Best Practice – Introduction to DIRS / DIRKS Steps A, B & C

Records Management 2 - Capturing and Classifying Records

Course Objective

To provide participants with knowledge of, and experience in capturing and classification of information. Through an interactive workshop, participants will gain an understanding of capturing and classification of information as it enters or leaves a business or organisation.

Course Outcomes

Participants will:

- Gain an understanding of the need to capture information.
- Understand the methods of capturing and classifying records.
- Learn to apply a classification scheme to records
- Learn to identify the key metadata that must be captured.

Course Content

- Why capturing records is important
- Methods of capturing records
- Principles of records creation and capture
- Why classification schemes are created
- Organising a classification scheme
- Capturing records into a classification scheme

Methodology

Both courses can be conducted consecutively. The courses are conducted in a classroom facilitator lead format with interactive questioning and group work. Both courses are conducted with a minimum of 5 students.

Duration

Records Management 1 and 2 are each a ½-day program.

Who should attend?

People new to the industry who would benefit from training covering records management principles.

Cost

Records Management 1 and 2 programs cost \$200.00 for each course per person (plus GST) with all course material supplied. If delivered as a full day program cost is \$350.00 for each person (plus GST). Price subject to change without notification.