

# Industry Training

## Records Management 5 – Best Practice ISO 15489 - Introduction to DIRS/DIRKS Steps A, B & C

- ✓ 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

### Course Objective

To provide participants with an understanding of the DIRS/DIRKS process and knowledge as to the purpose, function and requirements of DIRS/DIRKS Steps A, B & C. The workshop is structured to be of particular value to individuals and teams considering using and implementing the DIRS/DIRKS methodology within their organisation.

### Course Outcomes

Participants will acquire an understanding of the DIRS/DIRKS process and knowledge as to the purpose, function and requirements of DIRS/DIRKS Steps A, B & C.

### Course Content

- Introduction to Step A
  - Detailed summary of what is a Preliminary Investigation encompassing why Step A is required as part of the DIRS/DIRKS methodology
  - How to conduct a Preliminary Investigation and the required outcomes of DIRS/DIRKS Step A
- Introduction to Step B
  - Detailed summary of the Analysis of Business Activity process encompassing why Step B is required as part of the DIRS/DIRKS methodology
  - How to conduct an Analysis of Business Activity and the required outcomes of DIRS/DIRKS Step B
- Introduction to Step C
  - Detailed summary of the Identification of recordkeeping requirements process encompassing why Step C is required as part of the DIRS/DIRKS methodology
  - How to conduct an Identification of recordkeeping process and the required outcomes of DIRS/DIRKS Step C
- The workshop will also examine the connection and interaction between DIRS/DIRKS Steps A, B and C

### Methodology

The course is conducted in a classroom facilitator lead format with interactive questioning and group work activities. Exercises in developing an Implementation Strategy for each DIRS/DIRKS steps including – written tests at the end of each individual Step session. The course is conducted with a minimum of 5 participants.

### Duration

1-day program.

### Who should attend?

The intended audience for this workshop includes Corporate Services Managers, Records and Document Managers, Archives Officers and other Information Management professionals requiring the knowledge of DIRS/DIRKS methodology.

### Cost

This course costs \$350.00 per person (plus GST) with all course material supplied. Price subject to change without notification.