Digital Records Management Training

Course Description

Records & Information Management, both digital and physical, is a management skill which is applied in the control of records, created, and received by an organization during the course of its operations. Records are created as a result of the functions and activities of organizations and individuals, and their relationship to those functions and activities is a major determinant of the ways in which they are managed.

In the advent of increasing dependence on digital records, both born digitally and those scanned or digitized for maximum efficiency and access, most employees have become de facto records managers. The need to establish and introduce best practices in the management of digital records is key to continued efficiency and accountability; the need to *'provide the right information to the right person at the right time at a low cost'* continues to be true when working in a hybrid records management system where both digital and physical records hold the same value and authority.

The success of a records management system, both traditional or hybrid, is based in the foundation of records management approaches and skills through a thorough understanding of professional principles and concepts that records are managed throughout their life cycle, from creation to disposition.

Course objectives

The successful completion of the course will:

- Understand the foundations of records and information management.
- Understanding and managing current and non-current records in a hybrid system.
- Understand the challenges of digital records and develop strategies for their management.
- Understanding steps to consider prior to implementing digital records management.
- Working and sharing records on a Collaborative Platforms.

Prerequisites

There are no formal prerequisites but is suitable for students who have some prior experience of working in records management services or who have worked in an administrative role in a public or private sector organization.

Course Duration:
1/2 day or 4 hours

Course Outline:

Digital Records Management

Module	Lessons
1	**Introduction & Principles of Records and Information Management**
	Learning objectives: • Define Records Management Terminologies • Learn the Nature of Records • Overview of Records Classification and Arrangement • Functions of Active and In-Active Records Management
2	**Digital Records Management**
	Learning objectives: • Define what are Digital Records • Define threats to Digital Records • Understand the opportunities and challenge of Digital Records
3	**What to do Prior to Implementing Digital Records Management**
	Learning objectives: • Steps to consider before implementing Digital Records Management
4	**Working with Collaborative Platforms**
	Learning objectives: • Records management in Shared Drives • A hybrid approach to digital and physical records management