



Asia Masters Center

Advanced : Archiving Management



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Course Objective

- A comprehensively developed file plan enables organizations to find their information effectively. Correctly filed and stored records are more easily accessible, which facilitates good governance, transparency and accountability and regarded as an internationally recognized best practice.
- Organizations are able to perform their functions successfully and efficiently because the flow of information is orderly and efficient.
- Trustworthy records are created and maintained in accordance with record keeping systems which mirror the business processes and activities of the organization.
- Eliminating the unnecessary duplication of records ensures efficiency and better economies of scale.

➔ Target Audience

- The Electronic Records Management (ERM) training is designed for Business Managers, IT Managers, Compliance Officers, Archivists, Librarians, Risk Managers, Records Managers and Information Managers, as well as for solution providers, sales consultants, project managers, and technical staff.

➔ Course Outline

- DAY I
 - ERM Strategic Component – (Why ERM?)
- Understand ERM business drivers
- Be able to do a “wake up call” about the need for best practice ERM
- Make an explicit link between ERM and the current situation
- Demonstrate how ERM affects each user
- Understand the concepts of ERM and show how it supports information challenges
- Identify necessary resources and responsibilities for implementing ERM
- Explore the implications of a strategic ERM decision
- Gain commitment for change
- What’s involved?
- Who’s responsible?
- Case Studies

➤ DAY II

ERM Concept Component – (What is ERM?) – Part A

- Understand Records Management terminology
- Understand the life cycle of records with focus on electronic records
- Consider the sources of records and appropriate capture mechanisms
- Explain the concepts of classification and different approaches depending on local business needs
- Review current metadata standards and guidelines
- Understand search and retrieval
- Explore different levels of access control and permissions

➤ DAY III

ERM Concept – Part B

- Determine retention or disposal
- Creating records, Classification Schemes
- Review digital preservation techniques
- Determine migration
- Agree upon ERM administration and audit
- Identify necessary legislation, standards and regulation
- Understand discovery, disclosure and related issues

➤ DAY IV

ERM Process Component – (How to implement ERM?)

- Manage an ERM program consisting of several coordinated projects
- Identify the new roles, responsibilities and organizational structure to provide governance and management of an ERM facility
- Understand “Concept of Operations” as a shared vision of an ERM future
- Develop an Information Survey – what information do we have?
- Develop a Business Case for ERM
- Identify the business requirements of the ERM system
- Develop and implement a Business Classification Scheme
- Explain the details of user groups and users
- Understand the impact of implementing ERM on the organization’s IT infrastructure
- Understand Pilot Implementation / Model Office
- Define and explain the roll-out stage of ERM projects
- Recognize steps involved with sustaining ERM after implementation and realizing the benefits
- Post-workshop Case Study

➤ Day 5. Managing Documents & Records in the Cloud

- Understanding “The Cloud”
- Different “Cloud” and deployment models
- Advantages and disadvantages of cloud storage
- Discussing the implications for records management
- Determining whether the cloud is right for your organizations

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➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

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