Documents and Records Management Compliance

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➡️ **Course Objective**

- ➢ To understand advanced records management policies, procedures, standards including information security standards
- ➢ Help develop business case and requirements for the selection and procurement of document and records management
- ➢ Create a records management and information security plan of action to implement in their organization and learn from best practice implementations and case studies
- ➢ Learn advanced concepts for managing information and records, such workflow, file plan, archiving, auditing, compliance and version control
- ➢ Review industry leading solutions and vendors in this marketplace
- ➢ Using metadata, business classification scheme, taxonomy and setting retention plans
- ➢ Learn how to implement legislation, standards and regulation
- ➢ Create advanced policies and procedures
- ➢ Setting up access controls and security procedures
- ➢ Develop storage models, audit trail and storage technologies

➡️ **Target Audience**

- ➢ Professionals and leaders who wish to learn more about document management strategies for improving organisational efficiency
- ➢ Personnel moving into leadership roles to embrace better controls for managing paper and electronic documents
- ➢ Information security professionals
- ➢ Document controllers and administrators
- ➢ IT Management
- ➢ Records managers
- ➢ Document controllers
- ➢ Technical staff
- ➢ Document and Records Management personnel
- ➢ Document Management Supervisors
- ➢ Suppliers, Solution Providers and Vendors
- ➢ Executives
- ➢ Users of Document and Records Management
- ➢ Personnel seeking to enhance their skills

➡️ **Course Outline**

Day 1
- ➢ Strategy and understanding key elements
- ➢ Introduce advanced records management, ISO15489
- ➢ Review information security ISO27001
- ➢ Creating records management audit register
- ➢ Create file plans, metadata plan, retention schedule
- ➢ Understanding security and compliance

Day 2

- Concepts and set up components
- Document control
- Metadata and indexing
- Classification schemes
- Compliance, controls and security
- Legislation, standards and regulation

Day 3

- IT Process and delivery
- Review IT records management systems
- Review ECM systems
- Scanning and legal issues
- Archiving and retention requirements
- Digital signatures

Day 4

- Implementation Planning
- Implementation planning
- Setting up controls for ISO15489 and ISO27001
- Creating polices and procedures
- Creating a records management action plan

Day 5

- Case studies
- Introduction to case studies
- Group 1 – Strategy
- Group 2 – Concepts
- Group 3 – Process
- Presentations
- Evaluation and discussion

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