# Basic: Archiving Management

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## ➡ Course Objective

- A comprehensively developed file plan enables organisations 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 recognised best practice.
- Organisations 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 recordkeeping systems which mirror the business processes and activities of the organisation.
- Eliminating the unnecessary duplication of records ensures efficiency and better economies of scale.

## ➡ Target Audience

- Secretaries and administrators wanting to raise their efficiency levels, improve their effectiveness and develop skills that will help their career-development
- People working in an office role supporting management and/or working in project teams

➢ Anyone wanting to develop their practical skills and personal strengths to help them succeed in an office environment

➡ **Course Outline**

➢ Day1. Strategic Planning and Management for Records and Archive Services • Identify the Corporate Drivers facing the organisation • Determine the key management issues facing document and records management • Conducting an audit/maturity assessment • Creating a roadmap based on the audit findings • Implement a Records Management programme • Create a change and communications management plan

➢ Day2. Beyond basic Electronic Records – critical issues to consider
➢ Long-term preservation • Metadata • File naming • File formats • Storage facilities and procedures • Digital media • Evaluation of records management systems • Digital imaging • E-mail management • Web content management • Electronic and advanced electronic signatures

➢ Day3. Information Governance (Beyond Records management, Risk and Security) • Information Governance and Generally Accepted Recordkeeping Principles (GARP) • Records management in relation to other enterprise initiatives o Conversion of paper documents and records to electronic files o Records Management o Content / Knowledge Management o Collaboration

- ➢ / Work-flow engines o Version control o Electronic forms management

- ➢ Day4. Transparency and Records Management • Transparency implications for records and information management • Records Management as a tool for establishing transparency and accountability • Records Management maturity levels

- ➢ Day5. Managing Social Media Records • Introduction
  - • Understanding Social Media • Social Media as a record.
  - • Retention of Social Media communications • Social media as a records management tool • Managing Social media records using GARP principles

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