



Administration and Office Efficiency

## **Records Management and Records Retention**

# Course Introduction

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What does Records Management mean? Records Management is an area of management responsible for the well-organized and systematic control of the creation, retention, conservation, utilization, and disposition of records.

The process also includes obtaining and retaining data and information that arises from those records and other business transactions. Records Retention is part of Records Management.

The employees of your organization may be spending excessive time on file retrievals, document maintenance, and scanning, and document disposition than they really should. Without the frequent scrutiny of your records, such enormous volumes of records and data become practically impossible to manage.

In addition to data overload, increasing compliance regulations is another reason why records management is becoming imperative for many companies. Records management procedures and records retention policies that are not in place can result in unnecessary audits and loss in productivity of work.

Many businesses tend to be more reactive to such situations than being proactive when it comes to implementing records management systems for managing their records and data. Cases of lost records, misuse of information, and leaks of confidential information may give rise to legal consequences. This can also result in a loss of trust among business clients and customers.

We have designed this training program on Certificate in Records Management and Records Retention Training Course. This training program is crucial for office administrators and records management professionals because this function has become ever more important from digital documents to storing physical records in record management vaults.

With the increase in uncertainty, organizations are more and more focused on business continuity plans and risk-mitigation plans that require major support of structured data and records management. Records Management can empower your organization to be more profitable, more compliant, and even decrease operational costs.

### **Training Methodology**

We have developed this training program on Records Management and Records Retention to be a very insightful and practical learning experience for professional office administrators and records management specialists.

This program is as per the industry standards and is very updated in its content. Global best practices and techniques of Records Management will be discussed as case studies, practical scenarios, organizational experiences, strategies, and other adult-learning methods to achieve the learning objectives.

This workshop encourages group participation and involvement. Depending on your current organizational challenges, a customized program can be designed to meet learning requirements.

We follow the Do–Review–Learn–Apply Model in all our training programs, including a pre-course and post-course assessment to ensure your learning objectives are met.

## **Target Audience**

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- Archive Managers
- Records Management Specialists
- Information Technology Staff
- Auditors and Compliance Officers
- Quality Control Specialists

- Document Controllers & Administrators
- Registry Officers
- Departmental records coordinators
- Information Governance Professionals
- Knowledge Managers
- Operations Managers
- Librarians

## Learning Objectives

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- Learn comprehensive knowledge of records and archives management
- Understand how to monitor and have effective control of the movement of records
- Create and implement a records management roadmap and framework
- Learn the skills to manage and preserve records
- Obtain knowledge on how to digitalize and manage electronic records
- Manage the process of digitalizing records and archiving electronic files
- Learn the usage of Records management software and technologies
- Understanding retention processes and setting retention schedules
- Implement a compliant records destruction process
- Understand the different types of records and the risks associated with it
- Implement effective audit and compliance programs
- Understand the various records management standards
- Have an awareness of the legal environment and ethical issues that may arise
- Learn the best practices and tools for record management

## Course Outline

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- **01 Day One**

- Module 1: Document and Records Management**

- Definitions and Core concepts: Archival terminology
    - Evolution of Documentation and Archiving

- Understanding Documents and Records
- Archiving
- Identification of Documents
- Tracking of Records
- Managing security classified records
- Digital preservation

## **Module 2: Records Lifecycle**

- Lifecycle of Records
- Capture of records
- Registration of records
- Classification of records
- Storage of records
- Access to records
- Secure Destruction
- Record life cycle management: Best practices

### **• 02 Day Two**

## **Module 3: Records Management Compliance and Standards**

- Records Management and Archival Standards
- Legislation Governing Records Management
- Information Governance
- Generally Accepted Recordkeeping Principles (GARP)
- Conducting records audit using GARP
- Implementing Standards: ISO30300, ISO30301, ISO15489
- DIRKS System (Developing and Implementing a Record Keeping System)
- Creating policies and procedures
- Review Information Security ISO27001

## **Module 4: Records Management Responsibilities and Functions**

- Role and Responsibilities of a Records Manager
- Creating records management audit register
- Creating filing plans and metadata plans
- Creating Retention schedules
- Understanding security and compliance
- Communications and change management

- Setting-up a robust Records Management framework

## • 03 Day Three

### **Module 5: Classification of Records: Defined**

- Paper-based records
- Cartographic records
- Audiovisual records
- Caring for magnetic media
- Magnetic tapes
- Diskettes Optical media
- Micrographic records
- Audio-visual records
- Scanned images
- Digital signatures

### **Module 6: Creation of Records**

- Complete and accurate records
- Segregation of documents and records
- Applying security classification
- Active and Inactive Records
- Filing Systems and Naming Conventions
- Indexing and capturing data
- File Storage and Tracking

## • 04 Day Four

### **Module 7: Records Storage**

- Storage Facility
- Safety and Security Standards
- Preservation standards
- Long-term preservation
- Storage requirements for different kinds of records
- Advantages and disadvantages of cloud storage

### **Module 8: Records Retention**

- Complete and up-to-date inventory
- Operations management: Process

- Records retention and destruction schedule
- Legal and Functional Requirements
- Disaster recovery plan
- Records Retention Policy
- User Training and Technology Automation

## • 05 Day Five

### Module 9: Destruction and Termination of Records

- Retention and Disposition
- Vital documents protection plan
- Creating retention schedules
- Records disposal implementation
- Records management process documentation
- Approval and Permissions to destroy
- Destruction of records
- Transfer/Movement of Records
- Compliance, Monitoring, and Auditing of secure destruction
- Proof of termination

### Module 10: Records Management Systems

- Electronic Document Records Management Systems (EDRMS)
- Electronic Recordkeeping System (ERKS)
- Electronic Records Management and Scanning
- Implementation issues of ERM and ERKS
- Records Management Policy

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 11, 2025	May 15, 2025	5 days	4250.00 \$	KSA - Riyadh
Sept. 15, 2025	Sept. 19, 2025	5 days	4250.00 \$	UAE - Abu Dhabi

FROM	TO	DURATION	FEES	LOCATION
Nov. 3, 2025	Nov. 7, 2025	5 days	5950.00 \$	USA - Los Angeles