

MANAGING ELECTRONIC RECORDS IN RECORD MANAGEMENT SYSTEMS



OVERVIEW

The amount and variety of Information that is created and maintained in electronic format has increased dramatically over the past 2 decades. There is a great need to address records management problems associated with electronically stored information. As computer becomes more widely used, the decentralization of information (mostly stored on PC's, tablets, laptops) has also become a common practice. Employees adopt their own Filing system for electronic records and information is not readily available when needed. Scanning/Digitising records & documents while managed in shared folders/servers, however are not classified properly and do not sit in any Electronic Records Management Software and cannot be retrieved when needed.

WORKSHOP OBJECTIVES

- Better awareness of the importance of proper records management
- Better able to handle disaster recovery
- Understanding of records management issues and problems associated with electronic records
- Understand the factors that influence the stability and durability of electronic records
- Understanding the role of database for storage of information

WORKSHOP OUTLINE

- Introduction To Electronic Records
- Electronic Record Keeping Systems
- Inventorying Electronic Records
- Planning In Electronic Records Management Project
- Retention Schedule For Electronic Records
- Concept Of Digitization
- Selecting & Implementing ERM Software System
- Records & Information Governance

WHO SHOULD ATTEND?

- Information Management Professionals
- Chief Information Officers
- Legal Staff, Regulatory Staff
- IT & Technical Staff
- Records Manager
- Business Manager
- Consultants, Service Providers
- Implementation Teams
- Information Architects/ Archivist
- Records Executives



If you have any enquiries, please contact
+60 (3) 56213630 or
email: info@comfori.com



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