

# CONVENTIONAL FILING SYSTEM AND RECORDS MANAGEMENT



## OVERVIEW

Records Management is an efficient and effective way of controlling and managing the records and files of an agency throughout their life span right from creation to disposal. It will ensure that records are well organized, accurate, reliable and are able to retrieve them fast and efficiently. Today in business very often we have to depend very much on information and documents. All correspondences with clients, financial records, in particular must be very well kept in files. Usually, problems highlighted were: difficult to retrieve documents , no knowledge under which files the documents are filed, ways to file documents , labelling and naming the folders etc.

## OBJECTIVES

After the 2 days programe, participants will benefit and gain knowledge on proper filing system. Better awareness of the importance of good record keeping-records management practices. Effective ways of organizing and managing records of an agency including creation, usage and disposal of records.

## COURSE OUTLINE

- Theory of/practices in records management
- File operations
- Security & Characteristics of an efficient records room
- Last stages in Records Management



## WHO SHOULD ATTEND?

Clerical, office staff,  
Secretaries and Admin  
Executives



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