Managing Digital Records: An Introduction

Course outline

This training course provides participants with an understanding of some of the frameworks and tools required to manage digital records appropriately. It helps participants to understand and implement the requirements in the Standard on digital recordkeeping.

Learner profile

This course is an introduction to managing digital records and is suitable for people who have some experience in records management in the NSW public sector, including nominated senior officers, records managers and staff who have been working in records management units. It assumes a reasonable understanding of records management principles and some limited experience with digital records.

NOTE: This course is not designed to assist participants with managing or operating the individual technological infrastructures they have in their workplaces. It focuses on the recordkeeping issues associated with digital recordkeeping.

Course pre-requisites

Prior to attending this course, participants should undertake the following e-learning modules available from the State Records' website:

- Digital recordkeeping concepts, and
- Framework for recordkeeping in the NSW public sector.

Course outcomes

By the end of this course participants should:

- recognise the opportunities and challenges provided by digital recordkeeping
- define which digital records to make and capture into digital recordkeeping systems, including web records
- understand the role of metadata in the management of digital records
- define best practice in the creation and disposal of digital records, and
- understand preservation requirements and strategies for digital records.

**Course content**

**Introduction**

- the opportunities and challenges of keeping records in digital form
- Recordkeeping systems
- what are recordkeeping systems and why is it important to keep records in recordkeeping systems
- requirements of the Standard on digital recordkeeping in relation to recordkeeping systems
- how to define what records to make and keep

**Metadata**

- what is metadata and recordkeeping metadata
- why is metadata vital to good recordkeeping
- requirements of the Standard on digital recordkeeping in relation to metadata
- what constitutes good and bad metadata

**Best practice in the creation and disposal of digital records**

- what is 'best practice' in relation to the creation of digital records
- some practical tips to improve digital records creation
- scenarios for appraisal and disposal in the digital environment
- the destruction of digital records or their retention as State archives

**Website recordkeeping strategy**

- designing a recordkeeping strategy for web records

**Preservation of digital records**

- the issues with preservation and what can be done now
- the NSW Government's approach to the preservation of digital records

**Length**

1 day 9.00am - 4.30pm

**Price**

$350 (including GST). [Discounts available.](#)
To register

Registration: [Online Registration Form](#)

Email: training@records.com.au

Phone: [Recordkeeping Innovation](#) on (02) 9267 3700

**Note:** This course is delivered on State Records' behalf by [Recordkeeping Innovation](#). All training, enrolment processing and invoicing is carried out by Recordkeeping Innovation.