



Recordkeeping Innovation
DELIVERING LASTING RESULTS

Records Management Fundamentals

Duration: 2 days

Overview

This course covers the fundamental principles and practices of records management. It provides participants with a basic understanding of the activities involved in managing paper and electronic records.

Course outcomes

By the end of this course participants should be able to:

- explain the importance and value of records
- outline the key laws and standards impacting on records management in NSW
- describe the fundamental activities of records management

Learner profile

Designed for people new to records management including staff of records management units and people assigned responsibility for records management. It is suitable for use as part of an induction program.

Summary of content

What are records?

- recordkeeping definitions and concepts
- importance of records in Government and society

Framework for records management

- introduction to the *State Records Act 1998* and related policies, standards and guidelines

Creating and managing records

- processes for records creation

- registering and classifying records
- using metadata to manage records
- role of records management products

Providing access to records

- laws governing provision of access to records
- processes for giving access

Storing records

- storage for active, semi active and inactive records
- disaster management and vital records

Disposal of records

- objectives and benefits of a disposal program
- legal means of disposal
- implementing disposal authorities, including destruction and transfer of records

To register

For more information or to register for this course, contact Recordkeeping Innovation on (02) 9267 3700 or e-mail: training@records.com.au