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Advanced Documents & Records Management Compliance

INTRODUCTION

This program covers advanced strategies, tools, and technologies used to capture, categorize, manage, store, preserve (archive), and deliver vital business records in support of business processes. In this program you will learn how to:

- Understand advanced records management policies, procedures and standards including ISO15489 and ISO27001
- Develop key strategies for meeting compliance, legal and audit requirements
- Create records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Link how records management systems and implement across your organization
- Explore the implications of an Enterprise Content Management (ECM) strategy in conjunction with records management and information security

Who Should Attend?

This program will prove to be a useful and productive for all those who are interested in understanding document and records management, those that

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have already attended 'Document & Records Management Compliance' and how it can be implemented successfully. It will be of benefit to:

- IT Management
- Records managers
- Document controllers
- Technical staff
- Document and Records Management personnel
- Document Management Supervisors
- Suppliers, Solution Providers and Vendors
- Executives
- Users of Document and Records Management
- Personnel seeking to enhance their skills

TRAINING METHODOLOGY

Participants will learn by active participation during the program through the use of a wide variety of instructional techniques. There will be group exercises to allow for a "hands on" approach to learning. Case studies will be utilized to present "best practices" approaches. In addition there will be in depth discussion of critical success factors.

PROGRAMME SUMMARY

This program covers all the essential skills and advanced concepts for managing records and information in accordance with international standards such as ISO15489 and ISO27001. There will be discussions on the use of software, best practice implementation as well as applying all the key concepts. The program will concentrate on the advanced skills required to effectively deploy and maximize the benefit of records management as well as manage the information security and outcomes and deliver business benefits. All participants will return to their organizations with a detailed and advanced understanding and have developed action plans to implement records management and information security, auditing and compliance successfully in their organizations.

PROGRAMME OBJECTIVES

- To understand advanced records management policies, procedures, standards including information security standards
- Help develop business case and requirements for the selection and procurement of document and records management
- Create a records management and information security plan of action to implement in their organization and learn from best practice implementations and case studies
- Learn advanced concepts for managing information and records, such workflow, file plan, archiving, auditing, compliance and version control

- Review industry leading solutions and vendors in this marketplace
- Using metadata, business classification scheme, taxonomy and setting retention plans
- Learn how to implement legislation, standards and regulation
- Create advanced policies and procedures
- Setting up access controls and security procedures
- Develop storage models, audit trail and storage technologies

Course Outline

STRATEGY AND UNDERSTANDING KEY ELEMENTS

- Introduce advanced records management, ISO15489
- Review information security ISO27001
- Creating records management audit register
- Create file plans, metadata plan, retention schedule
- Understanding security and compliance

CONCEPTS AND SET UP COMPONENTS

- Business classification scheme and taxonomy
- Document control

- Metadata and indexing
- Classification schemes
- Compliance, controls and security
- Legislation, standards and regulation

IT PROCESS AND DELIVERY

- Review IT records management systems
- Review ECM systems
- Scanning and legal issues
- Archiving and retention requirements
- Digital signatures

IMPLEMENTATION PLANNING

- Implementation planning
- Setting up controls for ISO15489 and ISO27001
- Creating policies and procedures
- Creating a records management action plan

CASE STUDIES

- Introduction to case studies
- Group 1 - Strategy
- Group 2 - Concepts
- Group 3 - Process
- Presentations
- Evaluation and discussion