Archiving and Records Management

Every organization is responsible for maintaining records. The ability to create, organize, and maintain records and archives is essential to success. Correct records keeping will not only offer liability protection; it will also increase efficiency and productivity. To put it simply, maintaining records and archives will improve the bottom line.

At the end of this workshop, participants should be able to:

- Define records and archives
- Analyze records in context
- Classify records
- Understand different systems
- Maintain and convert records

Course Outline

- Understanding Records
- Management of Records
- Management of Records
- Classification
- Paper-Based Systems
- Electronic Records
- Hybrid Systems
- Appraisals & Systems
- Record Maintenance

2 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations