



# Archiving and Records Management

Welcome to the Archiving and Records Management Training.

Every organization must maintain records for reference. These records enable reflection on actions taken by employees adaptation to situations documented in the records and serve as evidence of activities within the company.

Examples of records include documents, employee profiles and anecdotal reports. Each of these plays a role in managing the company. Provides essential information. This training course aims to help your team members become proficient in archiving and records management.

*Course Overview*

In the beginning of the session participants will have an opportunity to introduce themselves and discuss what will be covered during the workshop. Additionally, they will identify their learning objectives.

**During this workshop you will learn how to;**

Define records management.

Explain the distinction between archives and records.

Determine what constitutes a record and what does not.

Analyze records and gather information.

Understand paper-based systems, electronic records and hybrid systems.

Maintain recordkeeping.

**Understanding Records**

To start off participants will gain an understanding of what records management entails as the difference between archives and records and how it all functions.

**The Management of Records**

In this session we will provide an overview for participants, on what qualifies as a record and what does not. They will also learn about managing systems developing standards. The Context of Record Management.

During this session participants will gain knowledge, about techniques for analyzing records collecting information based on needs and legal requirements. They will also learn about the procedures involved in the process and evaluating systems.

**Paper Based Systems**

In this session participants will be taught how to organize, categorize and develop files using a paper-based system.

**Electronic Records**

In this session, participants will learn routine and creative process and its limitations.

**Record Maintenance**

In this session, participants will learn how to maintain paper records, electronic records, and create archives.

**Workshop Wrap-Up**

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

