

SBL CLAIMABLE

MANAGING ELECTRONIC RECORDS IN RECORD MANAGEMENT SYSTEMS



OVERVIEW

There is a great need to address records management problems associated with electronically stored information. As computer becomes more widely used, the decentralization of information (mostly stored on PC's, tablets, laptops) has also become a common practice. Employees adopt their own Filing system for electronic records and information is not readily available when needed.

OBJECTIVES

- Better awareness of the importance of proper records management
- Better able to handle disaster recovery
- Understanding of records management issues and problems associated with electronic records
- Understand the factors that influence the stability and durability of electronic records
- Understanding the role of database for storage of information

COURSE OUTLINE

- Introduction To Electronic Records
- Electronic Record Keeping Systems
- Inventorying Electronic Records
- Planning In Electronic Records Management Project
- Retention Schedule For Electronic Records
- Concept Of Digitization
- Selecting & Implementing ERM Software System
- Records & Information Governance



WHO SHOULD ATTEND?

- Information Management
- Professionals
- Chief Information Officers
- Legal Staff, Regulatory Staff
- IT & Technical Staff
- Records Manager or Executive



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