Introduction

Managing an ever-increasing volume of documents and records is a critical challenge for organizations striving to maintain compliance, efficiency, and security. This **Document Control and Records Management Course** is designed to equip professionals with the strategies, tools, and technologies necessary to effectively manage, store, preserve, and deliver documents and records in alignment with industry standards and business processes.

This course emphasizes the principles of ISO 15489 for records management and ISO 27001 for information security, offering participants a deep dive into the compliance and best practices required to handle both paper and electronic records.

By the end of this course, participants will have the skills and knowledge to implement robust document control systems, manage information lifecycles, and secure critical data resources, ensuring organizational success in a fast-paced digital environment.

What is a Records Management Course?

This training embodies the principles and practices of proper document and record management. From understanding the lifecycle of documents to implementing comprehensive systems compliant with ISO 15489, the course is tailored to prepare professionals to oversee and enhance their organization’s documentation infrastructure effectively.

Targeted Groups

This course is ideal for:

- Professionals and leaders seeking expertise in document management strategies.
- Individuals in leadership roles managing paper and electronic documents.
- **Information Security Professionals.**
- **Document Controllers, Administrators, and Management Supervisors.**
- **Records Management Personnel.**
- **Executives and Users of Document and Records Management Systems.**
- Personnel looking to upgrade their expertise in document control and records management.

Course Objectives

By the end of this course, participants will:

1. Grasp the lifecycle of document and records management.
2. Understand and apply ISO 15489 records management standards.
3. Develop comprehensive document and records management plans.
4. Utilize workflows, business processes, and collaboration to manage content.
5. Evaluate leading solutions and technologies in the industry.
6. Employ metadata, classification schemes, and retention plans effectively.
7. Recognize key legislation, standards, and regulations for compliance.
8. Install efficient search and retrieval systems.
9. Enforce robust access controls and security measures.
10. Design secure storage models with audit trails.

Targeted Competencies

Participants will leave the course equipped with:

- Mastery of key concepts in document and records management.
- The ability to develop impactful business cases and define requirements.
- Expertise in delivering business value through document and records management.
- Skills to integrate records management across organizational systems.
- A comprehensive understanding of ISO 15489 and ISO 27001 standards.
- The capability to formulate an effective Enterprise Content Management (ECM) strategy.

Course Content

Unit 1: Strategy and Key Elements

- Introduction to Document and Records Management.
- Overview of ISO 15489 (Parts 1 and 2).
- Developing business cases and drivers for document control.
- Managing information as a critical asset.
- Strategies for effective records management.
- Insights into Information Governance and key terminology.

Unit 2: Concepts and Setup Components

- The lifecycle of documents and records.
- Capture, storage, and handling techniques.
- Preservation, archiving, and metadata management.
- Classification schemes and their importance.
- Search, retrieval, and security controls.
- Compliance with legislation, standards, and regulations.

Unit 3: Process and Delivery

- Techniques for gathering, auditing, and surveying information.
- Crafting compelling business cases.
- Detailed exploration of ISO 15489 Part 1.
- Establishing policies, procedures, and standards.
- Assigning responsibilities and using Business Classification Schemes.
- Preparing IT infrastructure and rollout strategies.

Unit 4: Implementation Planning

- Detailed implementation plans.
- Advanced study of ISO 15489 Part 2.
- Designing systems for records management.
- Integrating records management into business processes.
- Monitoring compliance with information audits.
- Effective planning for projects and programs.

Unit 5: Compliance and Security

- Managing data as a core enterprise asset.
- Data architecture, quality, and metadata management.
- Ensuring data security and warehouse management.

Conclusion

Completing this course signifies a commitment to excellence in document control and records management, with participants eligible for certification. Additional materials, case studies, and best practices will support participants in applying their skills to real-world challenges.

Join this **Document Controller Training Course** to master document and records management, ensuring you become a key asset to your organization by safeguarding its critical information with integrity, accessibility, and security.