

Electronic Document & Records Management Johannesburg, South Africa

REGISTRATION

To participate in this programme, kindly complete the registration and send to:

Programme Manager
InterAfrica Group

Please make copies of this form for additional delegates

Title(Mr,Ms,Mrs, Dr,etc).....First Name.....

Surname.....Position/Job Title.....

Organisation.....

Address.....

City.....Postcode.....Country.....

Telephone.....Fax.....

Cell No.....e-mail.....

A receipt and joining instructions will be sent to you acknowledging registration details.

PARTICIPATION FEE: US\$1,895.00 / ZAR19,995.00 per participant

This covers:

- Participation in the programme
- All documents, instruction and written materials
- Lunch & Refreshments

Hotel Accommodation

Fees do not include hotel accommodations, airline tickets etc, For assistance, kindly contact the programme director for a list of hotels.

PAYMENT: By Bank Transfer

BANK DETAILS

Bank: First National Bank
Branch: Western Gauteng IBC
Address: Cnr. Main Avenue & Republic Road, Randburg, 2194
Republic of South Africa
Account Number: 0158194
Branch Code: 201-219
Swift: FIRNZAJJ
Account Name: InterAfrica Consulting

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Electronic Document & Records Management

*planning and implementing an effective electronic
document and records management system*

Date

22-26 April 2014

Venue

Funisa Centre
427, Fir Avenue,
Ferndale, Randburg,
Johannesburg
Republic of South Africa

Overview

In today's technological business environment organizations need to manage documents and records so that they are accessible in the future until they are ultimately destroyed or permanently archived.

Organisations face increasing pressure to manage their records according to statutory and business requirements. As the use of electronic records and the deployment of electronic document and records management systems continue to increase, the core skills of the people responsible for records management become ever more important to the organisation.

The focus of the programme is on developing the skills necessary to establish and manage a successful organization-wide document and records management programme.

This course discusses how digital data, electronic records, and electronic document management issues are affecting organizational efforts to assure comprehensive recordkeeping. It covers how the roles of records and information managers will change over time to address new technologies and presents the primary tasks for setting up an electronic records management programme.

The course will also highlight how to address records retention, disposition, retrieval, and protection life cycle issues in an organizational environment that produces volumes of electronic records.

PROGRAMME OBJECTIVES

The programme will:

- ✍ Define records management and describe the importance of managing document-based information systems in business and government.
- ✍ Identify the distinguishing differences among the major methods used in inventorying the records of an organization.
- ✍ Delineate the different methods used in inventorying electronic record media.
- ✍ Explain the business and legal benefits of establishing a records retention program.
- ✍ Describe the steps involved in planning and developing a records retention programme.
- ✍ Discuss the legal issues of records retention program development, and;
- ✍ Explain the concepts and techniques of protecting vital electronic records.

WHO SHOULD ATTEND

- ✍ Record Managers,
- ✍ Document Managers and Archivists,
- ✍ EDM Project Managers and Information Managers,
- ✍ Chief Information Officers and Managers of Information Services,
- ✍ Heads of Cataloguing, Librarians and Library Service Professionals,
- ✍ Compliance Managers, Content Managers and Heads of ICT,
- ✍ Customer Service Managers,
- ✍ Library Managers and Knowledge Managers,
- ✍ Data Managers and Risk Managers.

PROGRAMME OUTLINE

- ✍ **PLACING EDM IN CONTEXT:** How EDM systems can make a critical difference to your organisation
- ✍ **KEY PRINCIPLES OF ELECTRONIC DOCUMENTS AND RECORDS MANAGEMENT (EDRM)** Legal Framework To Achieve A Secure, Cost-Effective And Efficient Records Management System
- ✍ **THE TECHNICAL ASPECTS AND BASIC CONCEPTS OF AN EDM SYSTEM**
- ✍ **INFORMATION GATHERING AND ANALYSIS:** Analysis of business activity and development of business classification scheme; identification of record keeping requirements—retention scheduling; assessment of existing systems—records audit and gap analysis.
- ✍ **MANAGING AN ELECTRONIC RECORDS MANAGEMENT PROJECT:** Adopting A Project Management Approach
- ✍ **CONDUCTING A FEASIBILITY STUDY AND MAKING THE BUSINESS CASE**
- ✍ **IMPLEMENTING AN EDM SYSTEM AS PART OF A BUSINESS CONTINUITY PLAN**
- ✍ **RISK MANAGEMENT AND LEGISLATIVE COMPLIANCE:** Complying with legislation regarding to information retention and disposal
- ✍ **APPLYING EDM TO YOUR ORGANIZATION:** Communicating that the IT system is not the complete solution, Dealing with project and communication management issues, Solving the lack of knowledgeable people and resource allocation and Overcoming the problem of the system's complexity

FACULTY

The programme is delivered by a diverse and talented team of senior faculty in the field of Law, Records Management, IT, e-government and Information Management.

All of our faculty are active professionals and consultants, who are able to bridge theory and practice.

Lectures are sourced from academic as well as industry expertise and based on internationally accepted standards and practices

About InterAfrica Group

The InterAfrica Group specializes in helping private and public sector organisations measurably improve individual and organizational performance

Our comprehensive approach to helping organisations achieve results integrates consulting, research, strategic communication and affiliate capabilities with training and conferences to help you identify, address and measure all of the influences within your organisation that impact your success.

Our vision is to motivate people to deliver great service and achieve great results through organisational effectiveness and corporate culture

Our goal is to help you develop employees at all levels who demonstrate accountability and responsibility, and have an unequalled proficiency in working together to achieve organisational goals and objectives.