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Records Management Training Seminar

Who Should Attend:

The target audience for this seminar is librarians, business managers, IT managers, archivists, document/records managers, project managers and those responsible for the installation, management or operation of manual/electronic information systems.

Objectives:

At the end of this training seminar, participants will:

- Have learnt strategic approaches to records management and components of a record management programme
- Have learnt records legislation, best practice and compliance
- Be able to maintain current records, semi-current records and record storage systems
- Be able to develop Subject Classification Schemes for organizations
- Have learnt the challenges involved in managing electronic records and automating records management

Content:

- Overview of Records Management
- Legislations impacting Records Management
- Records Inventory
- Records Management- Manual & Electronic
- Monitoring & Auditing of Records Management
- International Records Management Standards (ISO 15489)
- Vital Records & Disaster Prevention and Protection