



Institute for Capacity Development (ICD)

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Computerized Management of Institutional Records

Course Objectives

On completion of the course participants should be able to:

- Reinforce their understanding of the role of information in decision making
- Understand and apply best practices in records management
- Identify the best methods in managing records electronically
- Use at least one of the records management software's in keeping records
- Create database with specific attributes according to the workplace
- Understand and mitigate the challenges of computerised records management

Target Groups

- Records management officers
- Information officers
- Records managers
- Data clerks
- Registry officers
- Administration officers
- Systems administrators
- Departmental Heads

Course Outline

- The role of management in institutional development
- Principles of information management
- Understanding information and records
- Impact of automation on archival concepts
- Impact of technology on record keeping
- Physical storage and handling
- Hard copy versus electronic records
- Legal matters and international standards
- Role of the records manager, IT department and senior management
- The archives assessment process
- Best practices in an automated archival environment
- Challenges in preserving electronic records over time
- Critical unsolved issues facing archivists and records managers
- Building a common base of knowledge on electronic records
- Electronic record keeping system requirements
- Data Storage and Protection
- Record keeping systems
- Records in an electronic environment
- Records preservation management planning

- Accurate record keeping and management
- Document management versus records management
- Managing different types of electronic records
- Metadata
- Understanding information and records
- Duties and responsibilities of records keepers
- Records Classification
- Receiving and assigning a unique identity to applications
- Information Validation
- Records Retention
- The application of WINISIS, INNOPAC and ALICE in record keeping
- Electronic documentation management systems (EDMS)
- Data warehouses
- Updating and maintaining customer records.
- Producing Reports and other statistical reports
- Action planning

Dates: 18th – 29th June 2018

Duration: 2 Weeks

Course Costs: US\$2850

Venue: Windhoek, Namibia