



Documentation Control and Records Management

Course Objectives

On completion of the course, participants should be able to:

- Describe the connections between libraries, archives and records management;
- Plan and implement a program for records generation and control; records retrieval and systems, and records retention scheduling and design;
- Evaluate the selection and use of records centers;
- Plan and implement records protection and vital records programs and corporate disaster plans;
- Plan and implement programs with consideration to general management concerns
- Understand the nature of electronic records
- Understand the impact automation has had on archival theory and documentation practice

Target Group

- Researchers
- Senior Manager and Librarians
- Academics and commentators
- Publishers
- Media Professionals

Course Content

- Management skills and principles
- Understanding the role of libraries and documentation
- Records lifecycle/continuum
- Core functions of archives and records management
- Documentation preservation
- Design, Administration and Oversight of documentation Systems
- Management documents including policies and procedures
- Legal Issues including confidentiality, censorship, copyright and conflict
- Evaluating and Selecting Materials
- Records management and archival administration
- Information regulation, policies and procedures
- Keeping records in records centres,
- Management of electronic records: issues, challenges, problems
- Conservation and transfer of records
- Records and information distribution control
- Records management as risk management
- Publications and Production of Information Materials

- Adjustments of the archival management and conservation to new technologies of production
- Information storage technologies
- Computer skills for information management
- Use of WINISSIS and GENISSIS in Libraries
- Records management as risk management
- Disaster preparedness
- Disaster recovery plan and its importance
- Action planning

Dates: 06th – 17th December 2021

Cost: US\$2850/delegate

Duration: 2 weeks

Venue: Pretoria, RSA