

## Documents Control & Record Management

*Rome (Italy)*

*3 - 7 February 2025*

UK Training

# PARTNER



# Documents Control & Record Management

Code: IT28 From: 3 - 7 February 2025 City: Rome (Italy) Fees: 4700 Pound

## Introduction

Record management is an inevitable part of any growing business. Hospitals need to keep records of their patients, schools of their students, and police departments of the criminals. Examples are everywhere. The information must be stored safely, and easily accessed by authorized personnel when needed. How to store this data? How to retrieve it? When to destroy it? All of these questions will be covered by this course. It will also explain the system of the ISO 15489.

This part of ISO 15489 describes concepts and principles relating to the records, metadata for records and records systems; policies, assigned responsibilities, monitoring, and training supporting the effective management of records; recurrent analysis of business context and the identification of records requirements; records controls; and processes for creating, capturing and managing records

## Course Objectives of Documents and Record Control

- Understanding the ISO 15489 standards
- Implementing the process of document and records management
- Retrieving documents when needed
- Understanding the documents and records lifecycle
- Authorizing certain personnel to access the documents

## Course Outlines of Documents and Record Control

### Day 1

#### Understanding the ISO 15489 standards

- Key records management terminology
- ISO 15489: Information and Documentation – Records Management
- Project and program planning
- Document Management Systems DMS vs. Record Management Systems RMS
- Information governance
- Records life cycle

### Day 2

#### classification and Managing physical records



- Records classification
- Managing physical records
- Automated processes
- Turning paper documents into electronic documents
- IT infrastructure details

### Day 3

#### Implementing the process of document

- Implementation planning
- Labeling and classification
- Bar code
- Filing segment
- Cost Reduction
- Validation
- Indexing
- Storage

### Day 4

#### Understanding the documents

- Documents' retention policy
- Documents' retention schedule
- Documents' destruction
- Security control
- Version control
- Metadata capture

### Day 5

#### Authorizing certain to access the documents

- Information audit: monitoring compliance
- Searching for files
- Accession log
- Distribution and sharing
- Workflow
- Collaboration
- Reproduction of documents





# Blackbird Training Cities

## Europe



Copenhagen (Denmark)



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)  
(Montenegro)



Bordeaux (France)



Birmingham (UK)



Lyon (France)



Stockholm (Sweden)



Podgorica



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

## USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami (USA)



New York (USA)



Toronto (Canada)



## Blackbird Training Cities

### Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia )



Bangkok (Thailand)



Beijing (China)



Moscow (Russia )  
(Malaysia)



Singapore (Singapore )



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

### Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



UK Training  
**PARTNER**





## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Refinement

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

