

Documents Control & Record Management

Geneva (Switzerland)

7 - 11 April 2025

UK Traininig

PARTNER



Documents Control & Record Management

Code: IT28 From: 7 - 11 April 2025 City: Geneva (Switzerland) Fees: 5400 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.
- Document 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



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)



Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



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 Elevation

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



BLACKBIRD
FOR TRAINING



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



+44 7401 1773 35
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

