

## Documents Control & Record Management

*Washington (USA)*

*15 - 19 February 2026*

UK Training

# PARTNER



## Documents Control & Record Management

Code: IT28 From: 15 - 19 February 2026 City: Washington (USA) Fees: 5400 Pound

### Introduction

Document and records management is a critical part of any growing business. Hospitals need to maintain records of their patients, schools of their students, and police departments of criminals. Examples of this are everywhere. The key challenge lies in safely storing this data, ensuring it is easily accessible by authorized personnel, and determining when to destroy records. This course will cover essential concepts such as document control, records management, and how to implement an efficient document control process aligned with ISO 15489 standards. The course will also address the importance of controlled documentation and discuss the roles and duties of a document controller.

### Course Objectives

By the end of this course, participants will gain comprehensive knowledge and practical skills in the following areas:

- Understanding ISO 15489 standards and how they relate to records management and document control.
- Implementing the document control process to ensure efficient document and record handling.
- Retrieving documents when needed and ensuring they are properly categorized.
- Managing the document and records lifecycle and ensuring compliance with retention policies.
- Authorizing access to certain documents based on roles and responsibilities.
- Recognizing the significance of document control certification and training in maintaining an effective records system.

### Course Outlines

#### Day 1: Understanding ISO 15489 Standards

- Key document control and records management terminology.
- Introduction to ISO 15489: International standards for records management.
- Planning for document management and records management projects.
- Differentiating between Document Management Systems DMS and Record Management Systems RMS.
- The role of information governance in document control and records management.
- Understanding the records lifecycle.

#### Day 2: Classification and Managing Physical Records

- Document classification strategies.
- Managing physical records and storing them securely.
- Automating document control processes.
- Converting paper documents into electronic records.
- IT infrastructure and its role in document and records management.



### Day 3: Implementing the Document Control Process

- Document control implementation: Best practices for labeling and classification.
- Using barcode systems for better document management.
- Filing segments, reducing costs, and ensuring easy access.
- Indexing and organizing documents for optimal storage.

### Day 4: Understanding the Document Lifecycle

- Document retention policies and creating a retention schedule.
- Document destruction: Safely eliminating outdated or unnecessary documents.
- Security control and ensuring the integrity of documents.
- Version control and managing changes to documents.
- Capturing metadata to improve records management.

### Day 5: Authorizing Access to Documents

- Information audit: Monitoring compliance with document and records policies.
- Searching for and accessing files efficiently.
- Accession logs and maintaining proper records.
- Sharing and distributing documents within workflows.
- Collaboration on controlled documentation in a team setting.

## Why Attend This Course? Wins & Losses!

Attending this course offers invaluable benefits for professionals looking to enhance their document control and records management skills. Here's what you will gain:

- Master ISO 15489 Standards: Learn to implement international standards for effective document control and records management.
- Increase Efficiency: Streamline document control processes and reduce costs associated with managing paper-based records.
- Achieve Legal and Regulatory Compliance: Implement best practices that ensure compliance with local and international record-keeping regulations.
- Enhance Security: Understand how to safeguard controlled documents and ensure only authorized personnel have access.
- Improve Document Retrieval: Learn advanced techniques for retrieving documents quickly and efficiently through document management and records systems.

By not attending, organizations risk disorganization, non-compliance, and inefficient document retrieval, which could significantly impact their operations.

## Conclusion

Effective document control and records management are essential for safeguarding important data and improving business operations. Through this course, you will learn how to apply the best practices for managing documents and records in accordance with the ISO 15489 standard. You'll also understand how to manage the document lifecycle, handle controlled documentation, and ensure that only authorized personnel have access to sensitive records. This training is vital for professionals who aim to strengthen their organization's document management

**PARTNER**



processes and remain compliant with international standards.

Join the course today and be part of the digital future of business!





## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



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)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut





## Blackbird Training Cities

### AFRICA



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



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



المؤسسة العامة للتأمينات الاجتماعية  
General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



هيئة تنظيم الكهرباء - عمان  
AUTHORITY FOR ELECTRICITY REGULATION, OMAN  
Authority for

UK Training  
**PARTNER**





## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
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

Artificial Intelligence (AI)  
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)

UK Training

**PARTNER**

