



2-DAY UNIVERSITY SHORT COURSE ON:
ELECTRONIC (E-) RECORDS MANAGEMENT
(NQF Level 5, 7 Proposed Credits)

COURSE OBJECTIVES:

This 2-day course will provide students with theoretical and practical experience in identifying, retrieving, preserving and conserving information in an electronic record management environment. It explores records management in relation to the business needs of all types of organizations, whether in the public or private sector, embracing all records, but with a particular emphasis on electronic records. This short course is aimed at Officials at government departments, employees at private companies, Corporate Sector and organizations responsible for records management.

COURSE OUTLINE:

- Basic concepts
- Common concerns
- Physical storage and handling
- Hard copy versus electronic records
- Legal matters and international standards
- Role of the records manager, IT department and senior management
- Document management versus records management
- Managing different types of electronic records
- Metadata
- Evaluating products

COURSE OUTCOMES: After successful completion of this short course, the participants should be able to:

- ✓ demonstrate an understanding of the basic concepts
- ✓ demonstrate an understanding of the common concerns that have to be addressed as far as electronic records are concerned
- ✓ demonstrate an understanding of the physical storage and handling of electronic records
- ✓ demonstrate an understanding of hard copy versus electronic records
- ✓ demonstrate an understanding of the legal matters involved and the international standards that should be adhered to
- ✓ demonstrate an understanding of the role of the records manager, the IT department and senior management in electronic records management
- ✓ demonstrate an understanding of the concept "document management" versus "records management"
- ✓ demonstrate an understanding of the way in which different types of electronic records should be managed
- ✓ demonstrate an understanding of how to work with metadata
- ✓ Demonstrate an understanding of the manner in which products should be evaluated.