



3-DAY UNIVERSITY SHORT COURSE IN:  
**RECORDS MANAGEMENT**  
(NQF Level 5, 11 Proposed Credits)

**COURSE OBJECTIVES:**

Records Management provides an understanding of basic record management principles and how they affect daily work. This course explores the techniques and protocols that govern the life cycle of a record, including concepts of adequate and proper documentation, disposition, and where to go for help. It discusses how managing records and information supports the work and improves staff effectiveness. The objective of this programme is to create an awareness of the importance of records management in ensuring an office has effective and efficient records management policies, principles and procedures in place to ensure effective and accountable governance. This course is aimed mainly at: Records managers, Work-study officials, Business analysts, archivists, Information managers and System administrators.

**COURSE CONTENTS:**

- ✓ Legal obligations
- ✓ Characteristics of records
- ✓ Values of records
- ✓ Records management
- ✓ Records management policy
  - Elements of a Policy
- ✓ Responsibilities of record managers
- ✓ Duties of record managers
- ✓ Electronic records management
- ✓ Types of records
  - Paper based filing system
  - Electronic records
  - Audio-visual records
- ✓ Registry procedures
  - Receipt and dispatch of records
  - The post bag
  - Date stamp and reference numbers
  - Filing Smartly
  - Outgoing post
  - Removal of files
  - Circulation of files
- ✓ Preparation and opening of file covers
  - Record control mechanisms



- ✓ Recordkeeping systems
  - The file plan
  - Indexing techniques
- ✓ Functional requirements for effective record keeping systems
- ✓ Designing a file plan
- ✓ Managing a file plan
- ✓ Understanding Appraisal
- ✓ Understanding Retention
- ✓ Understanding Disposal

Record control schedule

**COURSE OUTCOMES:**

- Understanding basic records management concepts and
- The responsibilities involved in ensuring the effective utilisation of records as memory resources for corporate and social memory, and
- To ensure transparency, accountability and effective utilisation of resources.

The course has been designed to be in-line with the practices and procedures South African governmental bodies need to comply with in terms of the National Archives and Records Service Act. Private bodies may find the information useful in determining policies and procedures for the effective management of their information resources.