Keyword Classification	Half Day

Who should attend

Records officers, administration officers or Information Managers with responsibility for records management.

Course Objective

This course will provide participants with the skills and knowledge required to use a keyword thesaurus, such as Keyword AAA or Keywords for Councils, to classify documents and create file titles.

IRIS Licenses

IRIS holds a licence to use KAAA and KfC within our Keyword Classification training courses. The licenses were issued by the New South Wales State Records Authority.

Important Note: This course is about training in Keyword Classification and we have used KAAA and KfC as training devices only. However, the KAAA and KfC have been withdrawn from sale as they are being reviewed by NSW State Archives and Records. All organisations who have purchased them to date are able to continue using them with no problem at all.

Where participants do not own a licence to either KAAA or KfC, IRIS will provide examples to support the training.

Course Outcomes

On completion of the course, participants will be able to:

- Broadly define classification;
- Explain the purpose of classification;
- Describe different types of records management classification;
- Explain functional classification;
- Outline the components of a thesaurus;
- Describe navigation in a thesaurus;
- Use a keyword thesaurus to title files.

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If you have any questions please contact:

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