



## Records Management Basics

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 knowledge of fundamental recordkeeping concepts and how to translate these into practical solutions in the workplace. The course covers recordkeeping principles and practices and how these combine to form a Records Management Program, as outlined in the Australian Records Management Standard AS ISO 15489. It is therefore suitable for those new to Records, those who just want to refresh their basic Records Management skills, or those who want to better understand how their work fits into the broader Records Management picture.


### Course Outcomes

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

- Discuss common words and language used in records management;
- Identify basic records management principles;
- Identify the tools used to manage records;
- Understand different file numbering systems;
- Discuss different records management systems for different types and sizes of organisations; and
- Identify methods of titling files;
- Know the purpose and rationale for establishing and using a Recordkeeping or Records and Document Management Plan.

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If you have any questions please contact:

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