ELECTRONIC DOCUMENT, RECORDS & ARCHIVE MANAGEMENT

The purpose of sound record-keeping is to provide evidence of actions taken during the execution of work. This course provides practical insights into key issues in records management, scheduling and disposition, vital records protection, disaster preparedness and archiving research and development records.

Learning Contents

- Information management – an overview
- The record life-cycle concept
- Types and relevance of records business archives
- Files and filing systems
- Personal records, financial records and other business records
- Handling of confidential information
- Computer application in records management
- Managing information
- Storage and retrieval systems – microfilming
- Disposal of records
- Formulating retention and disposal policies
- Records legislation and best practices

Learning Objectives

Participants will:

- Have a better understanding of the relevance of records as an organisation’s assets.
- Identify various forms of records and their relevance to organisations.
- Develop appropriate techniques for managing archives

- Maintain a system of internal control for the effective protection of records
- Use appropriate computer software for records management
- Retrieve information faster for customers and other stakeholders to use
- Understand the techniques of record creation, use, inventory, appraisal, retention and disposal

Fee:

Physical	Virtual (local)	Virtual (International)
₦ 250,000.00	₦ 209,900.00	$ 165.00

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant. Fee: Negotiable

Who Should Attend

All staff responsible for the management of records

Date:

March 18 – 20,

July 8 – 10,

November 4 – 6, 2026.

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