



Institute for Capacity Development (ICD)

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Computerized Management of Institutional Records

Course Objectives

On completion of the course participants should be able to:

- Reinforce their understanding of the role of information in decision making
- Understand and apply best practices in records management
- Identify the best methods in managing records electronically
- Use at least one of the records management software's in keeping records
- Create database with specific attributes according to the workplace
- Understand and mitigate the challenges of computerised records management

Target Groups

- Records management officers
- Information officers
- Records managers
- Data clerks
- Registry officers
- Administration officers
- Systems administrators
- Departmental Heads

Course Outline

- General management issues and principles
- The role of management in institutional development
- Understanding information and records
- Principles of information management
- Building a common base of knowledge on electronic records
- Electronic recordkeeping system requirements
- 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
- Duties and responsibilities of records keepers
- Record keeping systems
- Records in an electronic environment
- records preservation management planning
- Archives assessment
- The archives assessment process
- Electronic systems in recording keeping
- The application of WINISIS, INNOPAC and ALICE in record keeping
- Electronic documentation management systems (EDMS)
- Data warehouses
- Electronic data using D-Base management
- Impact of automation on archival concepts
- Best practices in an automated archival environment
- Challenges in preserving electronic records over time
- Critical unsolved issues facing archivists and records managers
- Action planning

Dates: 04th – 15th March 2024

Duration: 2 weeks

Course Costs: US\$2850

Venue: Pretoria, RSA