Institute for Capacity Development (ICD)

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Electronic Records Management

Course Objectives

On completion of the programme participants should:

- Understand the nature of electronic records and their automation
- Understand how data and information systems work, and how they differ from record keeping systems.
- Be aware of the social, legal and policy implications of managing electronic records
- Understand the impact automation has had on data management practice.
- Be able to evaluate and compare the various implementation strategies from management and automation of records.
- Design a database for their institutions

Target Groups

- Records management officers
- Information Officers
- records managers
- Data clerks
- Registry Officers
- Secretaries and Pas
- Administration Officers
- All middle managers
- Departmental heads

Course Content

- General management issues and principles
- The role of management in institutional development
- Understanding information and records
- Duties and responsibilities of records keepers
- Record keeping systems
- Records in an electronic environment

- Impact of technology on record keeping
- records preservation management planning
- Archives assessment
- The archives assessment process
- Electronic systems in recording keeping
- The application of CDISS and WINISIS in record keeping
- Electronic documentation management systems (EDMS)
- Data warehouses
- Electronic data using SQL Database
- 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: 18th – 29th March 2024

Duration: 2 weeks

Course Costs: US$2850/delegate

Venue: Windhoek, Namibia