Institute for Capacity Development (ICD)

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Managing Information Registry

Course Objectives

Upon successful completion of this course the participants should be able to:

- Identify problems associated with the creation, maintenance, use and preservation of information
- Identify and use different forms of data storage
- Apply institutional policies for data registry management
- Identify technology used in records management.
- Use a database software program to perform alphabetic filing procedures.
- Relate records control to the management of records.

Target Groups
- Records management officers
- Information Officers
- records managers
- Data clerks
- Registry Officers
- Secretaries and PAs
- Administration Officers
- Systems administrators
- Departmental heads

Course Outline

- Management principles in records management
- The Regulatory Framework for Records Management
- Importance and value of information
- Registry console
- Life-cycle concept and the records approach
- Registry services and centralized vs. decentralized storage of records
- Different types of filing system:
- Understanding the various types of records and how they are managed
- Designing a file plan
- Using a file plan to manage correspondence records
- Introduction to Classifying.

- Rules of good file title.
- How to create file titles.
- How to create numbering system.
- How to classify using the key word.
- Group word indexing.
- Block method of indexing and the case file series.
- Handling of the Kalamazoo binder and Shannon index strips
- Records inventory
- Preparing retention schedules
- Appraising and selecting records and information of long term value
- Designing and using a records control schedule to manage "Other" records
- Managing an effective Registry system
- Control registers and a good filing system
- Developing a Records Management Policy
- Appraisal and disposal of Records
- Introduction to Integrated Electronic Document and Records Management Systems
- Management of record centres and archives.
- Action planning

Dates: 12th – 16th February 2024

Duration: 1 Week

Course Costs: US$2650/delegate

Venue: Kigali, Rwanda