



COR Concepts
Information Management
Consulting

Duration: 5 days
Course ID: RM001

Introduction

INTRODUCTION

This programme closely follows the Requirements for Records Managers in the Public Sector as set out by the National Archives and Records Service (NARS) and is ideal for Records Managers in the Public Sector who have not been through the National Archives. It covers all the content required by NARS for compliance to their Directives. This programme is a must for any staff member who has been appointed to the position of records manager, or who has been allocated those responsibilities.

RECORDS MANAGEMENT FOR THE PUBLIC SECTOR TRAINING

Facilitators:

COR Concepts facilitators are all specialists in the field of Document, Records and Information Management. Most of our Records Management facilitators have worked at one of the Provincial or National Archives and Records Services and are carefully selected to deliver the most value to assist you in applying the course content to your organisations.

Who Should Attend:

- Records Managers
- Senior Registry Officials
- Departmental managers responsible for Records Management
- Departmental/unit records coordinators
- IT staff responsible for records management

Objectives:

The objective of the 5-day records management course is to teach the basics of records management and explain the National Archives' role in promoting efficient records management.

Framework:

Statutory and regulatory framework applicable to records management.

Outcomes:

Delegates will:

- Have a detailed knowledge of the roles and responsibilities of records managers in South African Public bodies.
- Be able to perform the tasks required of a records manager.
- Develop a file plan in accordance with National Archives requirements.
- Create the necessary registers for the registry.
- Manage records in accordance with the law in South Africa.
- Provide the proper level of care for public records.
- Dispose of records when they are no longer required.

Outline:

PART 1: Statutory & Regulatory Framework

- Statutory and regulatory framework applicable to records management.

PART 2: MANAGEMENT OF PUBLIC RECORDS.

- Managing electronic records.
- Managing micrographic records.
- Managing audio-visual.
- Managing security classified records in all.
- The designation and responsibilities of a records



COURSE OUTLINE



PART 3: RECORDS CLASSIFICATION SYSTEMS FOR PUBLIC RECORDS

- Designing, implementing and maintaining records classification systems.
- Functional subject filing systems.
- Designing and implementing a new file plan.
- Application and Maintenance of the filing system.
- Schedule for records other than correspondence systems.
- Schedule for paper-based records other than correspondence systems.
- Schedule for electronic records systems.
- Schedule for micrographic records.
- Schedule for audio-visual records.
- Discontinuing/terminating records systems.
- The specific responsibilities of the records manager.



PART 4: DISPOSAL OF RECORDS

- Systematic disposal programme.
- Gaining control.
- Current records.
- Terminated records.
- Applying for disposal authority.



PART 5. CARING FOR PUBLIC RECORDS

- Caring for specific types of record.
- Paper-based correspondence files.
- Records other than correspondence files.
- Cartographic records.
- Photographs and negatives.
- Books and registers other than library material.
- Electronic Records.
- Caring for magnetic media.
- General.
- Magnetic tapes.
- Diskettes.
- Caring for optical media.
- Micrographic records.
- Audio-visual records.
- Security classified records in all formats.
- The specific responsibilities of the records manager.

PART 6: TRAINING

- Specific responsibilities of the records manager.

PART 7: COMPLIANCE MONITORING

- Specific duties of the records manager.

REGISTER TODAY!

Call: +27 12 003 6637 or +27 83 651 7600 or
Complete the registration form and e-mail to gerry@corconcepts.co.za

REGISTRATION INFORMATION



Company Name:				VAT No.:	
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E-mail Address:				Purchase Order No.:	
No.	Title	Delegate Name	Designation	E-mail	Cell No.
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☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
2.					
☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
3.					
☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
4.					
☐ Yes, please update me with relevant information					
No.	Title	Delegate Name	Designation	E-mail	Cell No.
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COR Concepts Cancellation and Postponement Policy

In the event that COR Concepts cancels an event, delegate payments will be refunded. In the event that COR Concepts postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future event. This credit will be available for up to one (1) year from the date of issuance. No refunds will be available for postponements. COR Concepts is not responsible for any loss or damage as a result of a substitution, alteration or postponement of an event. COR Concepts shall assume no liability whatsoever in the event this training course is rescheduled or postponed due to fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.

TERMS AND CONDITIONS

Delegate Cancellations

All delegate cancellations must be received in writing and are subject to the following conditions:

- For any cancellations received 20 working days before the start of the training course, COR Concepts will issue 100% credit for the value paid to be used for up to one year from the date of issue for any further COR Concepts training course;
- For any cancellation received less than 20 working days before the date of the training course, the full fee will be payable and no refunds or credit notes will be given;
- If a registered delegate does not cancel and fails to attend the training course, this will be treated as a cancellation and no refund or credit note will be issued;
- Delegate substitutions are welcome. Please notify us 5 days before the event.

Payment Method : Direct Deposit

An invoice will be generated once the registration form is received.

Confirmation

Your registration will only be confirmed once payment is received and may be subject to cancellation.

Right of Admission

COR Concepts reserves the right to refuse admission to the training course where evidence of full payment cannot be shown.

Delegate Substitutions

Delegate substitutions are welcomed at any time and do not incur any additional charges. Please notify us in writing of any such changes.

Application for Registration & Acceptance of Terms & Conditions

I acknowledge that I have read and understood all of the Payment Methods, Policies and Terms and Conditions (including payment terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the under mentioned organization which I am duly authorised to represent.

Name: _____

Organization : _____

Job Title: _____

E-mail: _____

Signature : _____ Date : _____



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