



# RECORDS MANAGEMENT

## » TARGET GROUP

This short course is designed for the public and private sector and is aimed at:

- records managers; and
- work study officials.

## » BENEFITS

The benefits of this short course include:

- knowledge that records are kept in terms of the organisational and National Archives requirements;
- good service delivery to all the relevant stakeholders; and
- improved competence and motivation of workforce.

## » ABOUT US

Pro-Active College excels in the education, training, and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

This short course provides the learner with the knowledge, skills, attitudes, and values required to create and maintain an effective record keeping system in an organisation with regard to record keeping and mailing procedures.



UNIT  
STANDARD  
ALIGNED



OUTCOMES  
BASED

**Designed and developed by Pro-Active College, this short course is aligned to the unit standard:**

**CREATE, MAINTAIN AND UPDATE RECORD KEEPING SYSTEMS  
(US: 115855)**

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## OUTCOMES

On completion of this short course, learners will be able to:

- explain why companies record and keep information;
- describe the type of records that are used in a specific business sector;
- locate and provide records to users on request;
- create a record keeping system; and
- maintain and update the record keeping system.



## DURATION

Three-day contact session



## CERTIFICATION

Option 1: Certificate of Attendance  
Option 2: Certificate of Competence, after successfully completing an assessment at the end of the contact session.

# COURSE OUTLINE

## LEARNING UNIT ONE

### RECORD KEEPING PROCEDURES

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- Information management
- Legislation
- National Archivist and staff
- Custody and preservation of records
- Offences and penalties
- Tasks of records manager
- Competencies of the records manager
- Customers of records manager
- Learning indicators of records managers
- Filing systems
- Classifying and arranging files
- Requirement and tasks of personnel
- Starting a new filing system
- Filing and indexing
- Guidelines for filing
- Procedure for temporary removal of files
- Centralised filing
- Decentralised filing
- Design, implementation and maintenance of file plans
- Electronic mail

## LEARNING UNIT TWO

### MAILING PROCEDURES FOR RECORDS MANAGERS AND WORK-STUDY OFFICIALS

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- Categories of records
- Importance of the mail room
- The registry and its procedures
- Other information concerning the mail room