

# Electronic Records Management Workshop

## Day 1

### 1. Introduction

- 1.1 Benchmarking electronic records management against national and international standards and appropriate legislation

### 2. The national archives and records service's electronic records management strategy

### 3. What is an electronic record?

#### 3.1 Definition of a record

#### 3.2 Documents, records, content, and digital assets

#### 3.3 Records lifecycle versus records continuum

*Class activity: Documents versus records*

### 4. Why should electronic records be managed and preserved?

### 5. Electronic records management principles

#### 5.1 Classification systems

#### 5.2 Appraisal and disposal

Transfer & Destruction

#### 5.3 Accessibility

File formats

Storage media

Migration

#### 5.4 Long term preservation

#### 5.5 Metadata, Metadata schema & types

#### 5.6 Version control

#### 5.7 Authenticity

Audit and history trail

Digital certificates and digital signatures

#### 5.8 Back-up and disaster recovery

*Class activity: Authenticity – metadata, audit trail and history trail*

### TARGET GROUP

Die target group is Records Managers, Registry Personnel and officials involved with the creation, maintenance, and disposal of records.

### DURATION

Two-day workshop

### CERTIFICATION

Certificate of Attendance

### 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.

- 6. Managing electronic records residing in different types of systems**
- 6.1 **Structured systems**
  - General - Structured systems
  - Data warehouses
  - Geographic Information Systems
- 6.2 **Unstructured systems**
  - General - Unstructured systems
  - Managing records in Integrated Document and Records Management Systems
  - Managing electronic records without the benefit of an Integrated Document and Records Management System
  - Managing records contained in e-mail systems.
  - Managing Websites and web-based activities as records

*Class activity: Different electronic records management solutions*

- 7. Automated correspondence systems implemented without taking records management requirements into consideration**

## Day 2

- 8. Responsibilities of governmental bodies regarding the management of electronic records**
- 8.1 **Notify the National Archives and Records Service of the intention to introduce electronic records systems.**
- 8.2 **Perform a proper preliminary study.**
  - Analysis of the environment within which the governmental body exists.
  - Business of the governmental body
  - Records requirements of the governmental body
  - Impact on the human resources
  - Review of governmental body's IT infrastructure
- 8.3 **Design an electronic records management strategy**
- 8.4 **Establish records management policies and procedures.**
- 8.5 **Assign responsibility for electronic records management**
- 8.6 **Implement an Integrated Document and Records Management System for the management of unstructured records.**
  - Implement an approved functional subject file plan.
  - Decongest records storage areas.
- 8.7 **Ensure that records are trustworthy evidence of transactions.**
  - Metadata

- Audit trail
- 8.8 Formulate an electronic records preservation plan.**  
Understand the value of records.  
Establish a technology watch programme  
Migration strategy
- 8.9. Ensure electronic records are accessible.**  
Classifying against a file plan  
Indexing  
File naming conventions  
Ensure that electronic storage media are identifiable.
- 8.10 Establish proper records storage facilities**
- 8.11 Manage e-mail as records.**  
Formulate an e-mail policy.  
Determine retention periods.  
Develop procedures for e-mail management.
- 8.12 Manage websites and web-based activities as records.**  
Risk assessment  
Web content management policy
- 8.13 Establish a systematic disposal programme**  
Apply for the appraisal of all other records systems.  
Transfer archival electronic records into archival custody.  
Erase electronic and related records only in accordance with a disposal authority issued by the National Archivist
- 8.14 Manage Data Warehouses and Geographic Information Systems as records.**
- 9. Practical application on electronic records management with Ms Excel**
- 9.1 Sorting data**  
How to sort data by one or more columns
- 9.2 Filtering data**  
Using auto filters to create reports.
- 9.3 Importing data.**  
Importing data into Excel that was exported from external systems.
- 9.4 Pivot tables**  
Creating a Pivot table  
Modifying Pivot Table  
Charting in a Pivot table
- 10. Closure**