

# Records Management, Retention And Destruction Masterclass

Explore the Records Management Systems (ISO 15489) and Discover the Latest Policies and Procedures for Records Management Compliance and Enterprise Content Management (ECM) together with Information Security (ISO 27001)

20th & 21st March 2024

10th - 11th July 2024

Kuala Lumpur (In Person / Online Training)

## Major Benefits of Attending

By end of this course, delegates will be able to: -

- **ESTABLISH** best practices to set up classification, workflow, version control, legal records management, collaboration, check in/check out, security and enterprise search
- **IMPLEMENT** archiving, retention and destruction policies, procedures, best practices
- **REVIEW** records management systems that can be used to manage records retention and destruction and how to implement a project successfully
- **MEET** international standards, legal, compliance, e-discovery, information security (ISO 27001), records management (ISO 15489) and other ISO standards related to document management
- **GAIN** an opportunity to review latest policies and procedures for records management compliance and enterprise content management (ECM) and understand their importance to business
- **UNDERSTAND** the different roles in creating filing and documentation systems
- **IMPROVE** the strategic thinking on how to develop filing, document management, records management and archiving systems

## Course Methodology

Client has the option to choose to participate either below method.

**Online Course :** This course will be conducted via Zoom.

**Marriot Group Hotel:** This course will be conducted at the hotel with the trainer on site. Participants will need to bring their own laptop. Lunch/Dinner and 2 networking breaks will also be provided.

## Why you Should Attend?

Records managers see recordkeeping systems in a larger framework than just the records alone. Such systems include people who create and use organizational records, policies related to records, procedures to ensure maximum access to and use of records, tools and technologies to create and store records in a variety of formats, as well as education and store records in a variety of formats, as well as education and training both for records managers and those they serve.

This course covers effective strategies, techniques, systems, policies and procedures to manage all kinds of documents including paper files, records, content, knowledge and information to meet international best practices and ISO standards to manage the storage, retention, archiving and formal destruction of records.

## Who Should Attend?

The seminar is specifically designed for: -

- Document & Records Controllers
- Document & Records Control Engineer
- Control & Records Administrators
- Information Compliance Officers
- EDMA Administrator
- EDMS Implementation Staffs
- Project Administrators
- Records Supervisors
- Records Managers
- Technical Staff
- Data Managers
- Document Management Supervisors
- Content Management Officers
- Suppliers, Solution Providers and Vendors
- Users of Document and Records Management
- Personnel seeking to enhance their skills
- CIOs and Executives

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