

# BUILDING ELECTRONIC DOCUMENT AND RECORD MANAGEMENT SYSTEMS

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**Dates**  
April 7 - 11 (Kaduna)

**Course Ref**  
EE/IT/02

**Duration**  
1 Week

**Fee**  
NGN 89, 500

This course presents modern approaches to managing paper and electronic records and will provide participants with practical tools and methods to implement sustainable records management within their own organizations. These tools and guidelines can be used in government, not-for-profit agencies and the private sector to effectively manage records to support better service delivery and evidence-based decision-making.

## LEARNING OBJECTIVES

- Organize paper and electronic records
- Conduct information surveys
- Develop sustainable strategies to manage and preserve records
- Create policies and guidance to implement systematic improvements
- Understand the features and functions of electronic records management systems and electronic document management systems
- Know the breadth and scope of implementing an electronic records and document management system and/or automating records management processes
- Develop tools and processes to determine business requirements and select a system to support those requirements.

## COURSE CONTENT

- Techniques for records management, classification, retrieval, appraisal and preservation
- Systematic processes for records retention and disposal
- Setting strategic priorities for records management
- Understanding components of practical policies, procedures and guidelines
- Assessing and developing records management competencies
- Principles of preservation for paper and electronic records.
- Electronic records management system issues including how to choose appropriate business processes for automation.

## Sample Schedule

- 🕒 **Morning Session I**  
The first session of the day lasts two and half hours
- 🕒 **Tea Break**  
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**  
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**  
The third and final session lasts two hours
- 🕒 **Group Activity**  
Participants interact in different group tasks



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