



Course Name

# PRINCIPLES OF DOCUMENT RECORDS AND ARCHIVES MANAGEMENT

IT HAS BEEN SPECIFICALLY DESIGNED TO SUPPORT ACTIVITIES ACROSS ALL TYPES AND SIZES OF ORGANIZATIONS AND SECTORS WORKING LOCALLY AND GLOBALLY.



# BOOST

Reach New Heights | Training & Consulting  
An ISO 14001:2015 ISO 9001:2015 Certified Company



**BOOSTUAE.COM**  
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info@boostuae.com



Duration:  
**Five Days**



Location:  
**TBD**



Date:  
**TBD**





# Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI  
**SINCE 2001**  
WE HAVE A PROVEN TRACK



## VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



## MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



## VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

## Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



**10,000 People Trained a Year, with 98% Satisfaction Rating**

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

## SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



**American Welding Society**  
EDUCATIONAL INSTITUTION MEMBER





# TRAINING COURSE INTRODUCTION

PRINCIPLES OF DOCUMENT RECORDS AND ARCHIVES  
MANAGEMENT



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This boost course will convey practical methods for identifying and developing the systems of records management and document control that an organization needs. By the end, each participant will have a plan of action as well as the necessary skills to assist with the development and implementation of an appropriate program for managing their organization's documents, records and information.

## TRAINING COURSE OBJECTIVES

- ✓ Define records and archives
- ✓ Analyze records in context
- ✓ Classify records
- ✓ Understand different systems
- ✓ Maintain and convert records

## TRAINING COURSE DELIVERY METHODOLOGY

This course is highly interactive and utilizes methodology including group discussions, case studies, videos, participant presentations and problem-solving scenarios. The course involves a mix of self-assessment tools, showcases of computer applications, brief presentations by the consultant and participants on course related topics, and videos to enhance learning and real-life implementation

## TARGETED PARTICIPANTS

- ✓ Executive secretaries
- ✓ Personal assistants
- ✓ Top-level management secretaries
- ✓ Records and information managers
- ✓ In-house counsel
- ✓ Privacy officers
- ✓ Information security and protection managers
- ✓ Litigation and discovery staff
- ✓ Internal auditors
- ✓ Compliance officers
- ✓ Administrative managers





# Course Outline

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## GETTING STARTED

- ✓ Icebreaker
- ✓ Housekeeping Items
- ✓ The Parking Lot
- ✓ Workshop Objectives

## UNDERSTANDING RECORDS

- ✓ What is Records Management?
- ✓ Defining Records
- ✓ Archives vs. Records
- ✓ Life Cycle
- ✓ Case Study
- ✓ Review Questions



## MANAGEMENT OF RECORDS

- ✓ What Is and Is Not a Record?
- ✓ Record Programs
- ✓ Management of Systems
- ✓ Developing Standards
- ✓ Techniques for Analyzing Records
- ✓ Collecting Information
- ✓ Organizational Needs
- ✓ Legal Demands
- ✓ Routine Process
- ✓ Creative Process
- ✓ System Analysis
- ✓ Records Survey





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- ✓ Functionality
- ✓ Prioritize
- ✓ Assess and Review
- ✓ Develop a Tool

## PAPER-BASED SYSTEMS

- ✓ Arranging and Grouping
- ✓ Building Files
- ✓ Elementary & Intermediate
- ✓ Metadata

## ELECTRONIC RECORDS

- ✓ Classifying
- ✓ Folders and Directories
- ✓ Groupings
- ✓ Metadata



## HYBRID SYSTEMS

- ✓ Routine Processes
- ✓ Creative Processes
- ✓ Design
- ✓ Limitations





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## APPRAISALS & SYSTEMS

- ✓ Taxonomy of Values
- ✓ Macro Appraisal
- ✓ Strategy & Criteria
- ✓ Document & Review Decisions



## RECORD MAINTENANCE

- ✓ Paper
- ✓ Electronic
- ✓ Create Archives
- ✓ Conversion

## WRAPPING UP

- ✓ Words from the Wise
- ✓ Review of Parking Lot
- ✓ Lessons Learned
- ✓ Completion of Action Plans and Evaluation





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THANK YOU

For any clarification or information. Please do not hesitate to contact us

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