



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

Mobile: +254 721 214 795

Email: info@pebblesinstitute.org

Mastering Advanced Records Management and Information Governance

Duration: 10 days

On-Site

01 Who Should Attend

- Archivists and librarians
- Knowledge management professionals
- Compliance and risk officers
- Data protection and privacy professionals
- IT and information systems professionals
- Legal and regulatory professionals
- Administrative and office management professionals
- Government and public-sector records officers
- Professionals responsible for organizational information assets

02 About the Course

Advanced Records Management and Information Governance is a comprehensive training course designed to equip professionals with advanced skills for managing organizational records, information assets, and data throughout their lifecycle. The course explores modern records management practices, information governance frameworks, compliance requirements, digital records, information security, retention and disposition, data quality, and emerging technologies.

Participants will learn how to establish effective governance structures, improve information accessibility and accountability, mitigate information-related risks, and ensure that records remain reliable, secure, compliant, and fit for organizational needs.



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

Mobile: +254 721 214 795

Email: info@pebblesinstitute.org

03 Workshop Objectives

- Understand the principles of records management and information governance.
- Develop and implement a records retention schedule.
- Organize and classify records effectively.
- Utilize electronic document management systems (EDMS).
- Understand legal and regulatory requirements for records management.
- Implement data security and privacy measures.
- Conduct records audits and compliance checks.
- Develop strategies for data backup and disaster recovery.
- Understand the importance of metadata and data tagging.
- Utilize information governance frameworks and best practices.
- Enhance their ability to maintain accurate and organized records.
- Improve their efficiency in records retrieval and management.
- Contribute to improved compliance and data security within their organization.
- Stay up-to-date with the latest trends and best practices in records management.
- Become a more knowledgeable and effective records management professional.
- Understand ethical considerations in data management and privacy.
- Learn how to use records management software and tools effectively.

04 Module Topics

Module 1: Foundations of Records Management and Information Governance

- Understanding the importance of records management and information governance.
- Key concepts and terminology (records lifecycle, metadata, retention, etc.).
- Overview of relevant laws, regulations, and standards (e.g., GDPR, ISO standards).
- The role of records management in organizational compliance and risk management.
- Developing a records management policy and framework.



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

Mobile: +254 721 214 795

Email: info@pebblesinstitute.org

Module 2: Records Retention and Disposition

- Creating and implementing a records retention schedule.
- Understanding legal and regulatory requirements for record retention.
- Developing procedures for records disposition and destruction.
- Managing electronic and physical records retention.
- Implementing legal holds and data preservation.

Module 3: Records Organization and Classification

- Developing a records classification system.
- Organizing and indexing records for efficient retrieval.
- Using metadata and tagging to enhance record discoverability.
- Managing electronic and physical filing systems.
- Implementing file naming conventions and folder structures.

Module 4: Electronic Document Management Systems (EDMS)

- Understanding the benefits of EDMS.
- Selecting and implementing an EDMS.
- Managing electronic records and documents within an EDMS.
- Using EDMS features for version control, collaboration, and workflow automation.
- Implementing document imaging and scanning processes.

Module 5: Data Security and Privacy

- Understanding data security and privacy principles.
- Implementing access controls and user permissions.
- Protecting sensitive and confidential information.
- Understanding data encryption and data loss prevention.
- Managing data breaches and security incidents.

Module 6: Records Audits and Compliance Checks



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

Mobile: +254 721 214 795

Email: info@pebblesinstitute.org

- Conducting records audits and compliance checks.
- Developing audit checklists and procedures.
- Identifying and addressing compliance gaps.
- Documenting audit findings and recommendations.
- Implementing corrective actions and monitoring compliance.

Module 7: Data Backup and Disaster Recovery

- Developing a data backup and disaster recovery plan.
- Implementing regular data backups and testing recovery procedures.
- Understanding cloud backup and storage options.
- Managing data recovery in case of system failures or disasters.
- Ensuring business continuity and data resilience.

Module 8: Metadata and Data Tagging

- Understanding the importance of metadata in records management.
- Developing a metadata schema and data dictionary.
- Implementing data tagging and classification strategies.
- Using metadata to enhance search and retrieval.
- Ensuring metadata quality and consistency.

Module 9: Information Governance Frameworks and Best Practices

- Understanding information governance frameworks and principles.
- Implementing information governance policies and procedures.
- Utilizing information governance tools and technologies.
- Developing a culture of information governance within the organization.
- Staying up-to-date with emerging trends and best practices in records management and information governance.