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## Archiving & Record Management Date: View Online -- Venue: London -- Fee: £5,000

**Overview:**

This program provides delegates with a thorough insight into the responsibilities of archivists and records managers in today’s financial institutions, business organisations, government agencies and non-profit entities. The course will also provide an overview in the theoretical principles, methodologies and practical administration of archiving and record management.

Each delegate will learn to manage, organise, interpret and provide access to a wide range of records and archives, focusing on the management of records for on-going purposes, and their selection, preservation and accessibility for future uses including instant access and historical research.

The course emphasizes the history and changing nature of records and recordkeeping systems, particularly those changes influenced by the latest cutting edge technologies.

As delegates preparing for careers in records management, information resources management and archival administration, delegates must have a clear understanding of how the concept of a record has changed and how systems governing the creation and use of records have changed and are changing.

This course introduces students to the diversity of records created and preserved from the past and those created, used and retained in the present. Specific problem s of archival appraisal, the organization of and access to archives on training historical manuscript collections, the management and preservation on of non-print records such as photographs and electronic records will be addressed.

**Coverage:**

* Theory & practice of archives and records management
* Management of archives and the ability to apply this knowledge in a range of sectors
* Creation and management of current and semi-current records
* Awareness of the legal and ethical issues relating to archives and records management
* Managing and preserving records in a variety of media including audio-visual and electronic records
* Transferable skills such as advocacy, management and communication skills

**Objectives**

* Understanding of recordkeeping practices and traditions
* The difference between the responsibilities of archivists and records managers
* Understand the influences of the institutional contexts in which documents are created, used and retained.
* Develop skills to create necessary objectives and achieve expectations within limited timeframes
* Recognize the changing nature of the document over time and technology.
* Analyse the context in which documents are created, in order to evaluate the authenticity of the document, its value for retention, its likelihood of survival and its management for later use.

**How this helps your organisation?**

* Increase efficiency and effectiveness within organisational archiving processes
* Working archiving & record management assignments completed in good time and within budget due to improved planning
* Developing more skilled managers leads to increase the morale and competence of colleagues within your firm
* Improved performance in completion of objectives
* Encourage initiative amongst employees and decision making competence

## How this helps you personally?

* Learn how to create effective work plans for yourself, individuals or teams
* Learn management tools to establish priorities and set objectives
* Improve your inter-personal skills and confidence in meeting objectives
* Demonstrate improved proficiency in delegation and decision making
* Create value within your organisation and become necessary

 **Course Structure**

**The Theory & Context of Record Keeping**

* The importance of records and archives and their impact in society
* The nature of the record in the context of the wider data and information landscape
* The development of recordkeeping functions and theories
* Regulations, standards, professionalism and ethics

**Archive Management: Principles, Practice, Archive Classification Methods and Database Archiving**

* Introduction to theory and practice:
	+ Historical development of the record keeping profession
	+ Responsibilities and functions of archivists
	+ Differences and similarities between records and archives
* Acquisition and appraisal:
	+ Policy development
	+ Methods of acquisition
	+ The theory and practice of appraisal
* Arrangement and description:

**Archive Services, Access, Indexing, Preservation & Security**

* Users and access:
	+ Providing services to users
	+ Users and their needs
	+ Access restrictions and regulations
	+ Legislation
* Outreach:
	+ Reaching a wider audience
	+ Publicity and promotion
	+ Online resources
	+ Outreach and in-reach strategies
* Preservation:
	+ Identifying risks to archives;
	+ Responses to ensure protection of archives
	+ Storage requirements of different media
	+ Preservation policies
* Management:
	+ Staff, resource and time management
	+ Policies and procedures
	+ Measuring performance

**Record Management: Principles, Practice & Archive Backup Methods**

* Organisations and records:
	+ Nature of records
	+ Making, maintaining and managing records
* Records management concepts:
	+ record life cycle;
	+ records continuum
* Records management programmes:
	+ Records management roles & responsibilities;
	+ Records management policies;
	+ Records systems development methodology
	+ Records creation & capture
	+ Records classification
	+ Records storage
	+ Records destruction

**Technological Advancements: Electronic & Audio/Visual Records**

* The internet and new technologies
* Challenges of the management of electronic records in archives and records management?
* How does the management of visual records differ from that of printed records?
* Managing and preserving records in a variety of media including audio-visual and electronic records

**Address:** Radisson Hotel (venue may be subject to change)

**Fee:** £5,000 per participant per course