Electronic Records Management

Know what to keep and what to discard as volume, variety, and velocity of digital information intensifies.

This course is ideal for...

IT, records managers, business unit managers, and other professionals who need to ensure that your organization's information and records are managed effectively. You'll acquire the necessary skills to:

- Develop metadata models, classification schemes, and access controls

- Set retention schedules and disposition policy

- Apply digital preservation techniques

- Understand legislation and regulations

- Implement and execute ERM projects

Course Benefits and Objectives

Many organizations rely on paper-based principles to manage electronic records, but this doesn't work with the growing volume, velocity, and variety of information. The AIIM Electronic Records Management (ERM) course gives you a thorough understanding of how to best automate the way electronic records are identified, captured, and classified. The course covers the entire lifecycle of records, ISO standard 15489, and related concepts with special emphasis on email capture and retention as well as new content types such as social media.

The course information is founded on the best practices of our more than 150,000-member community. It is applicable across all industries, and is independent of any particular technology or vendor solution.

Your Learning Options

The ERM course is comprised of multiple topics leading to two possible levels of designation - earned by passing an online exam (Specialist level) or passing an exam and a case study paper (Master). The course presentations, supporting materials, and exams are accessible online and on demand from AIIM's training portal for 6 months.

www.aiim.org/training

ERM Specialist

The ERM Specialist course covers the following topics:

- Key business drivers for improving ERM, and, basic principles for managing electronic records. The different types of records to be managed; determining whether something is a record; and how to capture records.
- Metadata, its uses and sources, and methods for collecting and applying metadata. The importance of metadata and how to automate the identification of business records.
- The approaches to automating the capture of business records.
- The purpose and benefits of a records and information inventory and the key information to gather as part of an inventory.
- Classification concepts and schemes and how to develop a classification scheme.
- Approaches to searching for and retrieving records.
- Concepts of retention and disposition; how to export and transfer records; and how to dispose of records.
- Establishing a defensible disposition plan; how to automate records holds and records collection; and how to automate the disposition of electronic records.
- Preservation risk factors; approaches to digital preservation; and the steps required to perform a migration.

ERM Master

The ERM Master Class consists of the ERM Specialist content, the AIIM Implementation Specialist course and the Master Class Case Study.

The Implementation Specialist program includes the following topics:

- How to develop an ERM program strategy.
- How to conduct a business and technical assessment.
- Making the business case for effective information management.
- How to develop business and functional requirements for an ERM solution.
- How to develop and implement an effective information governance framework.
- How to design and develop all of the elements of an ERM program including people, processes, and technologies.
- The steps required to implement an effective ERM program.
- Change management, communications, and training.
- How to measure the benefits of an ERM initiative.

Register for online or in-person training today.

Details and enrollment are a click away. Visit datacentrix.co.za

Our education counselors are standing by:

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