



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:

- Position records management as a business enabler
- Capture records efficiently regardless of format
- Automate common records management tasks
- Support privacy and eDiscovery requirements
- Manage records effectively throughout the records lifecycle
- Select and implement a digital recordkeeping system

Modern Records Management

Become a business enabler to help your organization improve innovation and minimize risk.

Course Benefits and Objectives

Many organizations rely on paper-based principles to manage digital records, but this doesn't work with the growing volume, velocity, and variety of information. The AIIM Modern Records Management (MRM) course gives you a thorough understanding of how to best automate the way digital information is managed in support of business goals and objectives. The course covers the entire lifecycle of records and provides the skills needed to position records managers as business enablers.

This interactive course 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 MRM course covers multiple topics leading to two possible levels of designation – MRM Specialist or MRM Master – awarded after passing the applicable online exams. The course presentations, supporting materials, and exams are accessible online and on demand from AIIM's training portal for 6 months.

The MRM Specialist course

addresses concepts and processes associated with managing digital records.

The MRM Master course

builds on this by addressing unique digital recordkeeping challenges as well as how to implement a recordkeeping system.

The MRM Specialist and Master courses are available as an online, self-paced course, or in a 2-day or 4-day live, instructor-led format in physical classrooms in select cities around the world. Our enrollment page at www.aiim.org/training will indicate when/if such classes have been scheduled.

We can also deliver these as private courses for individual organizations, and even customize course content to focus on particular areas. Contact us at profdev@aiim.org for more information on private and custom training.

Feedback:

“To take an AIIM Training course is to cease being a substandard records manager.”



MRM Specialist

The MRM Specialist course covers the following topics:

- The benefits of adopting a modern approach to records management
- How to capture born-digital records from a variety of sources
- How to digitize legacy paper records
- Metadata, its uses and sources, and how to efficiently collect and apply metadata to digital records
- Concepts of retention and disposition; how to export and transfer records; and how to dispose of records
- Ensuring digital records are secure and protected over time
- The purpose and benefits of an information and systems inventory and the key information to gather as part of an inventory
- Approaches to improving the findability of digital records
- Approaches to ensure the authenticity of digital records for eDiscovery
- A framework for cleaning up legacy file shares
- Digital preservation risk factors and approaches

MRM Master

The MRM Master course consists of the MRM Specialist content plus content as well as the following topics:

- How to manage email
- Social media and modern records management
- Records management and the cloud
- How to manage structured data as records
- Privacy and data protection
- Decommissioning legacy systems and user information
- How to conduct a business and technical assessment
- Business and functional requirements for a digital recordkeeping solution
- How to design and implement a digital recordkeeping system
- Change management

Register for self-paced online or in-person training today.

Details and enrollment are a click away. Visit aiim.org/training

Our education counselors are standing by:

North America: +1 301.787.5951 / profdev@aiim.org

Europe: +44 1905.679.164 / ahymas@aiim.org