Modern Records Management

This certificate of specialisation will give you the tools to future-proof your career. It's an ideal fit for anyone who:

- Needs to develop plans for managing information effectively
- Works with private or sensitive data
- Needs to ensure access to information over time
- Works in information governance, records management, or compliance roles

Upon completion, you will know how to:

- Conduct a system, information, and process inventory
- Improve information security
- Conduct a successful system migration
- Decommission a legacy information management system
- Effectively manage employees' information post-separation
- Improve privacy and data protection practices
- Manage information throughout the information lifecycle
- Ensure long-term access to information assets
- Manage email more effectively
- Conduct a file share cleanup initiative

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