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**Electronic Records and Archiving Management Course**

**Records Management Overview:**

Are you faced with limited resources such as space and equipment when attempting to manage your records?

Or a lack of adequate skills and knowledge that could further lead to corruption, frustration and job insecurity?

Coherent records management policies, procedures and practices are essential for good governance, effective and proficient administration.

***Effective records management ensures that an organization is able to***

* **effectively manage** its resources and
* **provide accurate** and **relevant service** delivery, as well as
* a platform that provides **accountability** and
* **protects** the **rights of individuals** while
* **complying with statutory and regulatory requirements** on the effective management of information resources.

**Advantages of effective records management are:**

1. A **comprehensively developed file plan enables organizations to find their information effectively**. Correctly filed and stored records are more **easily accessible**, which facilitates **good governance, transparency** and **accountability** and  
regarded as an internationally recognized best practice.

2. Organizations are able to **perform their functions successfully and efficiently** because the flow of information is orderly and efficient.

3. **Trustworthy records are created and maintained** in accordance with recordkeeping systems which mirror the business processes and activities of the organization.

4. Eliminating the **unnecessary duplication** of records ensures efficiency and better economies of scale.

5. A **well-managed retention and disposal procedure** enables an organization to retain only the records required for functional purposes, while still observing statutory and regulatory requirements concerning the management and disposal of records.

Effective records management control **ensures and prevents** unauthorized and **inappropriate information** about businesses processes and individuals being disclosed which could harm the organization or infringe on the privacy rights of individuals.

***Great North Business Incubator is proud to present the following short courses: Records Management and Electronic Records Management in collaboration.***

**Course outline**

Module 1**-** Integration of records into organization

**Module 2** – Data and Records management

**Module 3** - Electronic Records Management

**Module 4** – Records and Information management: Appraisal and Disposal

**Module 5**- Paper records processing systems

**Module 6** - Records Management Tools: Designing Record Keeping Systems /Plan

**Module 7** – Development of archives and records management

**Module 8**- Records, ethics and accountability

**Module 9**- Management of visual records

**Course Details**

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| **Course Start Date** | **15 April 2019** |
| **Course End Date** | **26 April 2019** |
| **Price Per Person** | **$ 3 250 (excluding accommodation)** |
| **Accommodation** | $700 per person for 12 days per delegate including bed and breakfast |
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| **Registration Form**   |  | | --- | | **PLEASE COMPLETE THIS FORM AND EMAIL BACK TO** [**JOSEPH@GNBI.CO.ZA**](mailto:JOSEPH@GNBI.CO.ZA) **TO SUCCESSFULLY COMPLETE YOUR BOOKING** |     **Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| |  | | --- | | **DELEGATES DETAILS (PLEASE FILL IN USING BLOCK CAPITALS)** |   **1st Delegate Details:**   |  |  |  | | --- | --- | --- | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** | | **2nd Delegate Details:** | | | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** | | **3rd Delegate Details:** | | | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** | | | | |
| |  | | --- | | **AUTHORIZATION** |  |  |  |  | | --- | --- | --- | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** |   **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(This booking is not valid without a signature)** | | | |
| **TERMS AND CONDITIONS**  **1. Payment Terms:** On the return of the registration form, full payment is required within 10 working days.  Payment must be received prior to the conference date Great North Business Incubator reserves the right to refuse entry into the conference should full payment not have been received prior to this date. Cancellation will be charged under the term set out below.  **2. Cancellations, No shows & Substitutions:** Cancellations received in writing more than 21 days prior to the event being held carry a 50% cancellation fee. Should cancellations be received between 21 days and the date of the event, the full conference fee is payable and non-refundable. Non- payment or non-attendance does not constitute cancellation. No show will be charged the full registration fee. Cash alternatives will not be offered, however, substitutes at no extra charge are welcome.    **3. Alterations to advertised package**: Great North Business Incubator reserves the right to alter this programme without notice or penalty and in such situations no refunds or part – refunds or alternative offer will be made. Should Great North Business Incubator permanently cancel an event, for any reason whatsoever; the Client shall be provided a credit of the equivalent amount paid towards the cancelled event. In the case of a postponed or cancelled event, Great North Business Incubator will not be responsible for covering airfare, accommodation, or other travel cost incurred by Clients.  **4. Copyright:** All intellectual property rights in the materials distributed by Great North Business Incubator in connection with this event are expressly reserved and any unauthorized duplication, publication or distribution is prohibited.  **CONFERENCE FEES** | | | |

The course fees cover training material, lunch and refreshments during training, Airport pick and drop, pick and drop from lodge to training center

**BANK DETAILS**

Bank Name: FNB

Account Name: Great North Business Incubator NPC

Account No: 62774728714

Account type: Current cheque

Branch Name: Platinum Park Branch