



## RECORDS MANAGEMENT: AN INTRODUCTION

### Programme

Course Director: Shelley Hardcastle

09.45	Registration and coffee
10.00	Delegates introduction <ul style="list-style-type: none"><li>• participants will be asked to describe their organisation and their role in records management within the organisation</li></ul>
10.30	What is records management <ul style="list-style-type: none"><li>• objectives and benefits</li><li>• what is a record?</li></ul>
11.30	Coffee / Tea
11.45	Key elements of a records management programme <ul style="list-style-type: none"><li>• search and storage</li></ul>
13.00	Lunch
14.00	Key elements of a records management programme <ul style="list-style-type: none"><li>• selection and destruction</li></ul>
15.00	Coffee / Tea
15.15	Survey and audit techniques <ul style="list-style-type: none"><li>• standards</li><li>• project planning</li><li>• resource management</li><li>• engaging senior management</li></ul>
16.30	Open forum
17.00	Close