



*Training Course:  
The Complete Program of Documents & Record  
Control*

*3 - 7 November 2024*

*Dubai (UAE)*

*Residence Inn by Marriott Sheikh Zayed Road, Dubai*

## Training Course: The Complete Program of Documents & Record Control

Training Course code: IT234610 From: 3 - 7 November 2024 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4565 € Euro

### Introduction

Record management is an inevitable part of any growing business. Hospitals need to keep records of their patients, schools of their students, and police departments of the criminals. Examples are everywhere. The information must be stored safely, and easily accessed by authorized personnel when needed. How to store this data? How to retrieve it? When to destroy it? All of these questions will be covered by this course. It will also explain the system of the ISO 15489.

### Course Objectives of Documents and Record Control

- Understanding the ISO 15489 standards
- Implementing the process of document and records management
- Retrieving documents when needed
- Understanding the documents and records lifecycle
- Authorizing certain personnel to access the documents

### Course Outlines of Documents and Record Control

#### Day 1

- Key records management terminology
- ISO 15489: Information and Documentation – Records Management
- Project and program planning
- Document Management Systems DMS vs. Record Management Systems RMS
- Information governance
- Records life cycle

#### Day 2

- Records classification
- Managing physical records
- Automated processes
- Turning paper documents into electronic documents
- IT infrastructure details

#### Day 3

- Implementation planning
- Labeling and classification
- Bar code
- Filing segment
- Cost Reduction
- Validation

- Indexing
- Storage

#### Day 4

- Documents' retention policy
- Document's retention schedule
- Documents' destruction
- Security control
- Version control
- Metadata capture

#### Day 5

- Information audit: monitoring compliance
- Searching for files
- Accession log
- Distribution and sharing
- Workflow
- Collaboration
- Reproduction of documents

## Registration form on the Training Course: The Complete Program of Documents & Record Control

**Training Course code:** IT234610 **From:** 3 - 7 November 2024 **Venue:** Dubai (UAE) - Residence Inn by Marriott  
Sheikh Zayed Road, Dubai **Training Course Fees:** 4565 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.