Training Course:
The Complete Program of Documents & Record Control

5 - 9 October 2025
Cairo (Egypt)
Holiday Inn & Suites Cairo Maadi, an IHG Hotel

Training Course:
The Complete Program of Documents & Record Control

Training Course code: IT234610 From: 5 - 9 October 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3875 ⬜ 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

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Registration form on the Training Course:
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