



*Training Course:
Records Management and Electronic
Documentation*

*31 August - 4 September 2026
London (UK)*

Training Course: Records Management and Electronic Documentation

Training Course code: OM236601 From: 31 August - 4 September 2026 Venue: London (UK) - Training Course Fees: 5775 € Euro

Introduction

Effective records management and electronic documentation are essential for ensuring organizational efficiency, regulatory compliance, information security, and business continuity. As organizations increasingly transition from paper-based systems to digital environments, managing records throughout their lifecycle has become a strategic function that supports informed decision-making, operational excellence, and risk management.

The Records Management and Electronic Documentation training program has been designed by Global Horizon Training Center GH4T to provide participants with the knowledge, skills, and practical tools required to establish, manage, maintain, and improve records management systems in both physical and electronic environments. The program introduces international best practices, modern technologies, and governance frameworks that enable organizations to safeguard valuable information assets while improving accessibility, efficiency, and compliance.

Course Objectives

By the end of this training program, participants will be able to:

- Understand the principles and importance of records management.
- Differentiate between records, documents, and information assets.
- Apply the records lifecycle approach from creation to disposal.
- Develop effective records classification and filing systems.
- Implement electronic document management systems EDMS.
- Establish records retention and disposition schedules.
- Ensure compliance with legal, regulatory, and organizational requirements.
- Apply best practices for information security and confidentiality.
- Improve document retrieval, storage, and accessibility.
- Support digital transformation initiatives through effective electronic documentation.

Course Methodology

This training program utilizes a practical and interactive learning approach, including:

- Instructor-led presentations

- Interactive discussions and knowledge sharing
- Real-world case studies
- Practical workshops and hands-on exercises
- Electronic records management demonstrations
- Group activities and problem-solving sessions
- Document classification exercises
- Risk assessment activities
- Best practice reviews
- Final practical application workshop

Organizational Impact

Upon successful completion of this program, organizations can expect:

- Improved control over organizational records and documents.
- Enhanced operational efficiency and information accessibility.
- Reduced risks associated with information loss and unauthorized access.
- Improved regulatory and legal compliance.
- Better decision-making through reliable information management.
- Increased productivity through streamlined document processes.
- Reduced storage costs and document duplication.
- Stronger information governance practices.
- Enhanced business continuity and disaster recovery preparedness.
- Support for digital transformation and paperless initiatives.

Target Audience

This program is designed for:

- Records Management Officers
- Document Controllers

- Administrative Professionals
- Office Managers
- Information Management Specialists
- Compliance Officers
- Quality Assurance Personnel
- Human Resources Professionals
- IT and Digital Transformation Staff
- Project Coordinators
- Government and Public Sector Employees
- Professionals responsible for document and information management

Outlines

Day One: Fundamentals of Records Management and Information Governance

- Introduction to records management
- Importance of records in organizational success
- Records versus documents versus information
- Principles of information governance
- The records lifecycle
- Types of organizational records
- Roles and responsibilities in records management
- Legal and regulatory requirements
- International standards and best practices
- Common challenges in records management

Day Two: Records Classification, Filing Systems, and Retention Management

- Records classification methods
- Developing file plans and indexing systems

- Metadata and document identification
- Designing effective filing structures
- Physical records management
- Electronic records organization
- Records retention schedules
- Records appraisal and disposition
- Archiving procedures
- Document retrieval and tracking techniques

Day Three: Electronic Document Management Systems EDMS

- Introduction to Electronic Document Management Systems
- Features and components of EDMS
- Digitization and document scanning
- Electronic document workflows
- Version control and document history
- Electronic approvals and collaboration
- Cloud-based document management
- Integration with enterprise systems
- Data backup and disaster recovery
- Best practices for electronic documentation

Day Four: Information Security, Compliance, and Risk Management

- Information security principles
- Confidentiality, integrity, and availability CIA
- Access controls and user permissions
- Protecting sensitive and confidential records
- Cybersecurity considerations in document management

- Legal compliance and regulatory requirements
- Records auditing and monitoring
- Risk assessment for records management
- Business continuity planning
- Managing data breaches and incident response

Day Five: Improving Records Management Performance and Digital Transformation

- Evaluating records management effectiveness
- Performance measurement and Key Performance Indicators KPIs
- Continuous improvement strategies
- Automation in records management
- Artificial Intelligence applications in document management
- Digital transformation strategies
- Developing organizational records management policies
- Change management for electronic documentation initiatives
- Practical workshop: Designing a records management improvement plan
- Course review, action planning, and final discussions

Registration form on the Training Course: Records Management and Electronic Documentation

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

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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or training@gh4t.com

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3 Oudai street, Aldouki,
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