

Records Administration

Learn specific tips and strategies for organizing electronic records and paper files, including Outlook email folders. Find out how to adapt your current system so that it works for you. Implement folder structures, naming conventions and filing procedures. Save time, money, and valuable space!

In just 1 day...

- Top tips to collect and manage data, including file naming conventions.
- Learn the key components of a records management system.
- Find the classification system that works best for you.
- Find out how to get the department involved in the process.
- Tips on migrating existing data into your plan.
- Address the challenges of maintaining electronic records.

Course Modules

1. **What is Records Administration?**
2. **Collecting Data**
3. **Classification Systems**
4. **Developing Your Plan**
5. **Guidelines & Maintenance**

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