

# Strategic Records Management, Retention and Destruction Masterclass

Discover the latest policies and procedures for Records Management systems (ISO 15489), Information Security (ISO 27001) and Enterprise Content Management (ECM)

11 - 12 April 2023

This is an **interactive Virtual Instructor-Led Training (VILT)**.  
Kindly ensure you have a working Webcam and Headset with Microphone.

## KEY BENEFITS OF ATTENDING

- **ESTABLISH** best practices to set up classification, workflow, version control, legal records management, collaboration, check in/check out, security and enterprise search
- **IMPLEMENT** archiving, retention and destruction policies, procedures, best practices and meet legal and compliance standards
- **REVIEW** records management systems that can be used to manage records retention and destruction and how to implement a project successfully
- **MEET** international standards, legal, compliance, e-discovery, information security (ISO27001), records management (ISO 15489) and other ISO standards related to document management
- **GAIN** an opportunity to review latest policies and procedures for records management compliance and enterprise content management (ECM) and understand their importance to business
- **IMPROVE** strategic thinking on how to develop filing, document management, records management and archiving systems
- **UNDERSTAND** the different roles in creating filing and documentation systems