CONTENT MANAGER ARCHIVING AND DISPOSAL



Course Duration

3 Hours

Audience / Roles

System Administrator and Archivist responsible for records governance, retention and disposal

Course Objectives

To impart the knowledge and skills to understand, plan and conduct retention and disposal.

Prerequisites

Knowledge of:

- Retention and Disposal permissions
- Training dataset to conduct training

Course Description

This training course provides users with the knowledge and skills to develop a schedule, locate records due for destruction and process for electronic destruction.

The course covers topics including Information Governance and procedures, recordkeeping concepts and legislation, schedules, consignments, searching, reviewing, endorsement/approval and disposal of records.

Course Content

- Retention and Disposal Overview
- Develop a Schedule with Triggers Overview
- Applying retention and disposal schedules to Record Types and Classifications
- Searching by applied triggers for records due for disposal
- Creating consignments and methods of creation
- Archivist reviewing, appraisal and sentencing
- Disposal suitability
- Disposal of Records/Advanced Disposal
- Tips and Tricks

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