GIMPA SCHOOL OF PUBLIC SERVICE AND GOVERNANCE (GSPSG)

CERTIFICATE IN RECORDS AND INFORMATION MANAGEMENT

INTRODUCTION

Information is power and many organisations now recognize that strategic management of their internal (proprietary) information, often captured in the form of records, contributes to maintaining or creating competitive advantage, be they in the public, private or not for profit sector. Organisations therefore need records professionals who are empowered with the requisite knowledge, skills and attitudes needed to support good record management practices in the workplace. There is therefore a growing need for qualified records managers as employers realize the need to access and manage business records for as long as they are legally required to do so.

COURSE OBJECTIVES

After completion of the course participants will be able to:

a) Prepare a policy on records management.
b) Describe the main concepts and principles of records management.
c) Effectively operate registries.
d) Manage mail effectively and efficiently.
e) Prepare and implement a records classification and indexing scheme.
f) Prepare and implement records retention/disposal scheme.

g) Demonstrate ability and skills to review records management policy, systems, procedures and practices.
h) Plan and carry out records survey.
i) Plan and carry out records appraisal.
j) Process records in a records centre.
k) Manage electronic records.
l) Store and retrieve electronic records.
m) Apply digital preservation techniques.

COURSE CONTENT

- Introduction to records management
- Concepts Laws and regulations governing public and private sector records Registry management
- Types of records, e.g. health records, bank records etc.
- Filing and indexing
- Mail management
- Management of electronic records
- Storage and retrieval of records
- Records survey
- Records appraisal, Retention and scheduling
- Disposition of records
- Record centre operations
- Archives management
- Policy formulation
- Security of records
- Social informatics

TARGET GROUP

Secretaries, Personal Assistants, Information Scientists, Human Resource Assistants; Project Managers, Programme Assistants, Administrative Assistants; Health Records Technologists;

Record Clerks in NGO, Public and Private Organisations.

COURSE FEES

GH¢ 1,800.00. This will include lunch, course materials and a certificate.

DURATION

Session: Weekends nine (9) Saturdays only.
Weekdays ten (10) days.

VENUE: GIMPA

Note: Course may be reschedule if enrolment does not meet minimum of 12 Participants
For further information relating to the programmes, please contact
GIMPA School of Public Service and Governance, P.O. Box 50, Achimota-Accra, Ghana
Programme Advisors on 0242051667/0501432846
Email: gpentem@gimpa.edu.gh/anmensah@gimpa.edu.gh
Note: Application forms for programmes can be obtained from the GIMPA Cash Office on weekdays from 8:30am to 4:30pm. They can also be downloaded from the GIMPA website at www.gimpa.edu.gh.
The cost of application form is GH¢ 100.00.