Government Records Management Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Government Records Management is a strategic discipline that strengthens governance, accountability, transparency, compliance, digital transformation, information security, and institutional efficiency through the systematic creation, classification, storage, retrieval, retention, preservation, and disposal of public records. Modern public institutions increasingly rely on electronic records management, cloud-based repositories, artificial intelligence, digital archives, metadata standards, cybersecurity controls, and regulatory compliance frameworks to improve decision-making, service delivery, and public trust. Effective records management minimizes legal risks, enhances operational resilience, and supports evidence-based governance across ministries, departments, agencies, and local authorities.

Government Records Management Training Course equips participants with practical knowledge, international best practices, and innovative technologies for managing both physical and electronic government records throughout their lifecycle. Participants will explore records governance, digitization strategies, electronic document and records management systems (EDRMS), risk management, disaster recovery, information governance, records retention schedules, privacy regulations, and emerging digital preservation techniques. The course emphasizes global standards, sustainable records management policies, and continuous organizational improvement for modern public sector institutions.

Programme Curriculum

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Course Objectives

Upon completion of this course, participants will be able to:

1. Understand government records management principles and lifecycle management.
2. Develop records governance frameworks using international best practices.
3. Design compliant records classification and indexing systems.
4. Implement electronic document and records management systems (EDRMS).
5. Strengthen digital transformation through secure records digitization.
6. Apply metadata standards for efficient information retrieval.
7. Develop legally compliant records retention and disposal schedules.
8. Enhance cybersecurity and privacy protection for government records.
9. Conduct records risk assessments and business continuity planning.
10. Improve records accessibility and information sharing.
11. Monitor compliance with records legislation and regulatory requirements.
12. Utilize AI-enabled technologies for intelligent records management.
13. Promote organizational accountability, transparency, and operational excellence.

Organizational Benefits

- Improved regulatory compliance.
- Enhanced institutional accountability.
- Faster information retrieval.
- Reduced records management costs.
- Stronger data security and privacy.
- Improved public service delivery.
- Better disaster preparedness.
- Increased operational efficiency.
- Improved digital governance.
- Sustainable information preservation.

Target Audiences

- Records Managers

- Registry Officers
- Government Administrators
- Information Managers
- Archivists
- ICT Officers
- Compliance Officers
- Public Sector Executives

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Government Records Management

- Principles of records management.
- Records lifecycle management.
- Government records legislation.
- Records governance frameworks.
- Roles and responsibilities.
- Global Case Study: National Archives of Australia digital records framework.

Module 2: Records Classification and Metadata

- Records classification systems.
- File plans and indexing.
- Metadata standards.
- Information retrieval techniques.
- Taxonomy development.
- Global Case Study: UK National Archives metadata implementation.

Module 3: Electronic Records Management Systems

- EDRMS implementation.
- Digital document workflows.
- Cloud records management.
- Electronic records security.
- System integration strategies.
- Global Case Study: Singapore Government electronic records program.

Module 4: Records Retention and Compliance

- Retention scheduling.
- Legal compliance requirements.

- Secure disposal methods.
- Audit readiness.
- Regulatory monitoring.
- Global Case Study: Canada Government records retention framework.

Module 5: Digital Preservation and Information Security

- Digital preservation strategies.
- Cybersecurity controls.
- Backup and disaster recovery.
- Privacy and confidentiality.
- Business continuity planning.
- Global Case Study: Estonia digital government preservation initiative.

Module 6: Records Digitization and Innovation

- Digitization planning.
- Scanning quality standards.
- Optical Character Recognition (OCR).
- AI-assisted records management.
- Workflow automation.
- Global Case Study: United Arab Emirates digital government transformation.

Module 7: Records Risk Management and Performance Monitoring

- Risk identification.
- Internal controls.
- Performance indicators.
- Records quality assurance.
- Continuous improvement.
- Global Case Study: New Zealand public records compliance program.

Module 8: Strategic Information Governance

- Information governance frameworks.
- Policy development.
- Stakeholder engagement.
- Organizational change management.
- Future trends in records management.
- Global Case Study: United States National Archives digital governance initiatives.

Training Methodology

- Interactive expert-led presentations.
- Practical demonstrations and software exercises.
- Group discussions and collaborative learning.
- Individual and team-based assignments.
- Government records analysis workshops.
- Hands-on EDRMS simulations.
- International case study reviews.
- Policy development exercises.
- Knowledge assessments and feedback sessions.
- Action planning for workplace implementation.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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