

Government Records Service

Records Management Training

Course Title: Orientation to Records Management

Duration: Full Day

Prerequisite(s): IM 110 & 112

Who should take this course: This training session is aimed at anyone new to government employment, having little exposure to records management, or wanting to refresh their records management knowledge and skills.

Description:

This one day course provides an understanding of records management theory, policy and records retention schedules (ARCS & ORCS), and how to apply appropriate records management controls to your office records. We will be learning through a combination of informative presentations, conversational discussions, entertaining videos and practical exercises.

Records management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records (Source: ISO 15489: 2001 standard).

Where to Register: <https://learning.gov.bc.ca/psp/CHIPSPLM/EMPLOYEE/ELM/h/?tab=DEFAULT>

Course Title: Records Disposition Processing (Without CRMS/TRIM)

Duration: Full Day

Prerequisite(s): Orientation to Records Management

Who should take this course: Anyone responsible for managing their organizations records and carrying out records classification, transfers of records to off-site storage, and records destruction projects. It is suitable for both users and non-users of records management systems such as CRMS and TRIM.

This course is an excellent follow-up to Orientation to Records Management and is an ideal primer for the course TRIM Disposition Processing (if one is in an office that uses TRIM).

Description:

In this one day course we look at the mechanics of how ARCS and ORCS govern the life of records. This course provides a solid foundation in the concepts and practices of managing records through their life cycles according to approved retention schedules, with a focus on final disposition. We will be learning through a combination of informative presentations, conversational discussions, entertaining videos and practical exercises.

Why attend? Government has a range of legal obligations and other drivers that require us to manage and dispose of records in certain ways.

Where to Register: <https://learning.gov.bc.ca/psp/CHIPSPLM/EMPLOYEE/ELM/h/?tab=DEFAULT>

Course Title: LAN Organization

Duration: 3 hours

Prerequisite(s): A good understanding of government records management principles and practices with experience using ARCS/ORCS; Orientation to Records Management; or IM 110 & 112; or Managing Government Records online module

Who should take this: Anyone who would like to improve the structure, management and performance of their office shared drive(s).

Description:

How to organize and manage shared drives with ARCS and ORCS. This half day course is about how to apply appropriate records management controls to your shared drives, using ARCS and ORCS to manage both folders and documents. We will look at the nature of managing records in a LAN environment, examples of ARCS and ORCS based folder structures, implementation strategies, and effective folder/document naming conventions. Each session will follow a presentation and discussion format.

Where to Register: <https://learning.gov.bc.ca/psp/CHIPSPLM/EMPLOYEE/ELM/h/?tab=DEFAULT>