

Government Records Service

CRMS Training

There are two CRMS courses, one is a full day in-person session and the other is the virtual session over Lync Meeting. The main difference between these two courses is the in-person session features hands-on exercises and group breakout sessions, whereas the virtual session is done in a demonstration style format. Both cover the same content.

Course Title: CRMS Records Maintenance and Disposition Processing

Duration: Full Day

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 using CRMS to manage physical records.

Description:

This one day course will cover the fundamentals of CRMS for the management of physical records. In the morning we walk through exercises in records creation and maintenance. The afternoon covers disposition processing and transferring records to off-site storage and processing records for on-site destruction, including the completion of forms. The focus is on CRMS functions with hands-on exercises and how these functions fit into the transfer and destruction policies and processes.

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

Course Title: CRMS with Lync Meeting

Duration: 2.5 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 using CRMS to manage physical records

Description:

This Lync Meeting course will cover the fundamentals of CRMS for the management of physical records. We will walk through demonstrations in records creation and maintenance and disposition processing, transferring records to off-site storage and processing records for on-site destruction. The focus is on CRMS functions how these functions fit into the transfer and destruction policies and processes.

A 'demonstration version' of the CRMS Records Maintenance and Disposition Processing course.

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