

# Archiving and Records Management Workshop

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Records are in every organization. From purchasing receipts to tax documents to communications, they need to be identified and managed properly. The method of records management that a company uses should be tailored to fit the needs of the organization. There are, however, some basic concepts in most records management systems.

With our “Archive and Records Management” workshop, your participants will discover the basic elements of records management programs and different ways to manage records.

## Workshop Objectives:

- Define records and archives
- Analyze records in context
- Classify records
- Understand different systems
- Maintain and convert records



For more information or to reserve your spot in this workshop, please contact:

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