

RECORDS AND INFORMATION MANAGEMENT

Location: SAEBS Conference Room, SUA, Morogoro and ARUSHA



COURSE CONTENT

- ✚ Introduction to records and Information Management
- ✚ Generally accepted records keeping principles
- ✚ Types, sources and values of records
- ✚ Understand stages, features and importance of records life cycle
- ✚ Explain filing systems and apply into work practice
- ✚ Suitable filing systems for confidential Information
- ✚ Locating data
- ✚ Understand (electronic records, electronic records management, hybrid record, binary codes, file, folder LAN, WAN, Internet, TCP/IP)
- ✚ Describe electronic records storage media and apply into work practice
- ✚ Legal requirement for storage systems
- ✚ Contractual Records and information Management

A short course on

Records And Information Management

Fee: TZS 550,000/=

Planned Dates: 18th -20th August, 2021

Deadline is 12th August,2021

**Mode of Payment: Payment should be deposited into Bank Account:
Bank: CRDB
Account Name: AB-CONSULT
Account Number: 0150358085700**

Who should attend?

This course is designed for those involved in information, document or records management and technology, including: Records Managers, Compliance Officers/Managers, Information Security Managers, Administrators and managers, Information Managers, Operations Managers, Librarians, Human resource management personnel

COURSE OBJECTIVES

- To provide services promptly
- To avoid unnecessary costs related to records and information management
- To apply new knowledge and skills to records administrators in handling records and information
- To reduce fatigue on tasks related to records and information management

Contact for details:

**Mr. Lubango Mayenga,
Mobile: +255 785 670078**

Contact for details:

**Dr. Silver Hokororo
Mobile +255 754 957 355**

For registration;

Pay fees before the deadline

Confirm by sending email to:

abconsult@sua.ac.tz