



**Workshop on Electronic Documents and Records  
Management (ERM) for Public Sector Organizations**

March 11 – 15 2024, 1<sup>st</sup> Run: Lagos & Abuja

September 9 – 13, 2024, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N250, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N200, 000 per Participant

**Available for In-plant Training**

**500 U\$D for foreign  
Participants**

**Program overview:**

An electronic record keeping system is an automated information system for the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures. The movement toward electronic records offer unprecedented opportunities to improve business efficiency via cheaper storage, faster information retrieval and automation of records management work flows such as retention and disposition. But with new opportunities come new challenges, as the technical and business reality of electronic records and systems meets records management requirements that existed well before terms like “electronic records” and “digitization” became a reality in business.

**For whom:**

Archivists, Librarians, Book Keepers, Registry Personnel, Auditors, Inspectors, Security and Intelligence Officers, Secretaries, Personal Assistants, Legal Officers, Accountants, Human Resource / Personnel, Admin. Personnel and others involved in keeping and managing records in government organizations and agencies.

**Learning objectives:**

At the end of the program, participants will be able to:

- \* learn ERM terminology and principles;
- \* discuss the Life cycle of records, with a focus on electronic records;
- \* discuss the sources of records and appropriate capture mechanisms;
- \* use current metadata standards and guidelines;
- \* acquire skills to search, retrieve and present electronic records;
- \* design level of access control and permissions;
- \* design retention and disposition of electronic records; and
- \* apply Records management technologies: such as SharePoint ECM, and ERM for managing electronic records.

**outline:**

**Day 1: Introduction to ERM**

- Understanding the basic principles of electronic records management
  - ⇒ Creating and Capturing Electronic Records
- Records quality contents and captures worthiness
  - ⇒ Metadata
- Collecting and applying metadata

**Day 2: Records Classification Tools**

- Understanding classification concepts, schemes, and structures
  - ⇒ Developing Classification Tools
- How to conduct record inventory? classification structure, file plan and retention schedule
  - ⇒ Classifying Records
- Categorization issues and approaches

**Day 3: Search, Retrieval and Presentation**

- Approaches for searching, retrieval, viewing, rendering, annotating and redacting records
  - ⇒ Control and Security of Electronic Records
- Access control to records according to organizational roles, permissions and responsibilities.

**Day 4: Retention and Disposition of Electronic Records**

- Rules for retention, disposition and post disposition actions
  - ⇒ Records Management Technologies
- Records Management Software

**Day 5: Electronic Records Storage**

- Electronic Records Storage Concepts and Technology features
  - Digital Preservation
- Electronic records preservation and their risk factors
- Conducting data migration

**Training Methodology**

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

**LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N250, 000**  
In-plant Fee Negotiable

**WORKSHOP FEE:**

**N250, 000 per participant, VAT –N18, 750**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
& 234-9112830607**