Records Lifecycle Management Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Records Lifecycle Management Training Course provides comprehensive knowledge and practical skills required to manage organizational records from creation, classification, storage, retrieval, preservation, and final disposition. In today’s digital transformation environment, effective records management has become a critical component of information governance, regulatory compliance, data security, and operational efficiency. This course focuses on modern records lifecycle strategies, electronic records management systems (ERMS), document control procedures, retention schedules, archival practices, and risk-based information management frameworks.

Organizations across industries are increasingly adopting advanced records lifecycle management solutions to improve transparency, accountability, and decision-making. This training equips professionals with global best practices in records governance, metadata management, compliance auditing, information security, and digital preservation. Participants will gain practical expertise to develop sustainable records management programs aligned with international standards, organizational policies, and emerging technologies including cloud-based records management and automation.

Programme Curriculum

Records Lifecycle Management Training Course

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Course Objectives

1. Understand modern records lifecycle management principles and information governance frameworks.
2. Develop effective records classification and indexing strategies for organizational information assets.
3. Apply international records management standards and compliance requirements.
4. Implement electronic records management systems (ERMS) and digital transformation solutions.
5. Design records retention schedules and disposal procedures.
6. Improve document control, security, and accessibility practices.
7. Apply risk management techniques in records administration.
8. Enhance data privacy and information protection capabilities.
9. Develop auditing and monitoring approaches for records management programs.
10. Strengthen organizational knowledge management through effective records practices.
11. Utilize metadata and information architecture principles.
12. Improve archival preservation and long-term digital storage strategies.
13. Build sustainable records governance frameworks aligned with business objectives.

Organizational Benefits

- Improved regulatory compliance and reduced legal risks.
- Enhanced information security and confidentiality protection.
- Faster retrieval of critical organizational information.
- Reduced storage costs through effective retention management.
- Improved operational efficiency and productivity.
- Stronger decision-making through reliable records access.
- Better organizational accountability and transparency.
- Improved audit readiness and reporting capabilities.
- Enhanced digital transformation and automation adoption.
- Strengthened knowledge preservation and business continuity.

Target Audiences

1. Records managers and information governance professionals.
2. Document controllers and administrative officers.
3. Compliance officers and risk management specialists.
4. Archivists and knowledge management professionals.
5. IT professionals managing digital information systems.
6. Government and public sector information officers.

7. Legal professionals handling organizational documentation.
8. Business managers responsible for operational records.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Records Lifecycle Management

- Introduction to records lifecycle concepts and information governance principles.
- Understanding records creation, classification, usage, maintenance, and disposal stages.
- Key roles and responsibilities in organizational records management.
- Global case study: Records governance practices at government institutions.
- Importance of records management in digital transformation initiatives.
- Developing a foundation for effective records lifecycle programs.

Module 2: Records Classification and Information Organization

- Principles of records classification systems and file structures.
- Developing effective indexing and categorization frameworks.
- Metadata management techniques for improved information retrieval.
- Global case study: Enterprise classification systems in multinational organizations.
- Managing structured and unstructured organizational information.
- Best practices for improving records accessibility and accuracy.

Module 3: Electronic Records Management Systems (ERMS)

- Understanding electronic records management technologies and platforms.
- Implementing digital document control workflows.
- Managing electronic records security and user access controls.
- Global case study: Digital records transformation in financial institutions.
- Integration of ERMS with enterprise information systems.
- Benefits of automation in records lifecycle processes.

Module 4: Records Retention and Disposal Management

- Developing records retention schedules based on organizational requirements.
- Understanding legal, regulatory, and operational retention obligations.
- Applying secure records disposal methods.
- Global case study: Corporate compliance through effective retention programs.
- Managing records destruction approvals and documentation.
- Reducing risks associated with improper records disposal.

Module 5: Records Security, Privacy, and Compliance

- Implementing information security controls for records protection.
- Understanding privacy regulations and compliance frameworks.
- Managing confidential and sensitive organizational records.
- Global case study: Data protection practices in healthcare organizations.
- Conducting records compliance assessments and audits.
- Building secure information governance environments.

Module 6: Digital Preservation and Archiving Strategies

- Principles of long-term digital preservation and archival management.
- Managing historical, permanent, and inactive records.
- Applying preservation technologies and storage solutions.
- Global case study: National archives digital preservation programs.
- Addressing challenges in digital continuity and accessibility.
- Developing sustainable archival strategies.

Module 7: Records Audit, Monitoring, and Continuous Improvement

- Designing records management audit frameworks.
- Measuring performance through records management indicators.
- Identifying risks and improvement opportunities.
- Global case study: Internal audit improvements through records governance.
- Developing monitoring and reporting mechanisms.
- Creating continuous improvement strategies for records programs.

Module 8: Future Trends in Records Lifecycle Management

- Exploring artificial intelligence and automation in records management.
- Understanding cloud-based records management solutions.
- Applying emerging technologies for information governance.
- Global case study: Smart records management using AI solutions.
- Preparing organizations for future digital information challenges.
- Developing innovative records lifecycle management strategies.

Training Methodology

- Interactive instructor-led presentations covering modern records management concepts.
- Practical exercises on classification, retention scheduling, and records control.
- Case studies based on global organizations and industry best practices.

- Group discussions focusing on real-world records management challenges.
- Demonstrations of electronic records management systems and digital tools.
- Assessments and practical assignments to measure participant understanding.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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