



Records and Information Management Programs

■ Purpose

A Records and Information Management (RIM) Framework identifies elements relevant to your organisation that need to be considered to ensure that information is effectively captured, stored, accessed, maintained and disposed of securely. This course is designed to give you a practical overview of the elements required to implement a successful RIM Framework.

■ Course Overview

This course is designed to give you practical strategies for developing a Records and Information Management program within your organisation.

The course covers:

- Principles of successful RIM programs
- Factors influencing your RIM framework
- Implementing RIM policy
- Business classification and titling

- Electronic and physical storage
- Security and access
- Vital records
- Documenting RIM processes
- RIM in the organisation

■ Who should attend?

This course has been designed for Information Management professionals and those whose responsibilities include implementing or improving information management related behaviours and practices.

■ Details

Venue The Shamrock Hotel Mackay
165 Nebo Road,
Mackay.

Date 12 - 13 September 2016

Time 8.30 am for tea and coffee
9 am - 4 pm

Cost \$660.00 pp including training materials, morning /afternoon tea and lunch.

■ Register online at www.codice.com.au/registrations.php