

Records Management

Managing your organisation's data, information and records correctly according to global regulations



Course Overview

Many business decisions rest on accurate records management. All organisations benefit when their records are correctly classified, stored and maintained.

Our Records Management (Global) training course teaches learners the global restrictions and requirements regarding filing (whether electronic or paper) and the four stages of a record's life cycle.

Key Learning Points

- The different sorts of records and how to distinguish them
- What the four stages of a record's lifecycle are and how to manage them
- Best practices for record keeping; i.e., accuracy, legibility, and history
- The importance of quality control
- How to organise records in a straightforward and sensible manner
- The importance of keeping records securely and how to maintain this standard

[Learn More](#)



[Technical Requirements](#)



Guide Pricing

1+ Licenses	£29 per learner
11+ Licenses	£25 per learner
21+ Licenses	£20 per learner
51+ Licenses	£15 per learner
101+ Licenses	£10 per learner

*guide prices are per learner, per year

For 150+ learners, please contact us for a quote by telephone or email:

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Great Value Package

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