

## TRAINING COURSE OUTLINE:

# UNDERSTANDING AND UNDERTAKING RECORDS ARCHIVING ACTIVITIES



### Platform

Content Manager Desktop or  
Context Client

### Course Duration

2 Days

### Delivery Mode

Remote training session via  
Microsoft Teams

Training is delivered within your  
environment to contextualise the  
training to your setup and build  
version

The training session will be  
recorded and provided upon  
conclusion of training for your  
reference

### Pre-requisites

Content Manager Introduction,  
Intermediate and Advanced

### Audience

Suitable for staff responsible for  
records appraisal and disposal  
activities

This training course allows you  
to have up to a maximum of 5  
trainees to attend

### Overview

This training course provides attendees with the skills to understand retention and disposal concepts in relation to their organisation's recordkeeping compliance requirements.

Attendees will learn how to appraise and sentence records, and will be given the opportunity to apply this knowledge in a practical setting, including learning how to use Content Manager functionality to apply retention and disposal to records appropriately and effectively.

### Topics

This training course will cover the following:

- ▶ Overview of archiving and disposal activities
- ▶ Legislative requirements for records management
- ▶ Understanding Retention and Disposal Schedules
- ▶ Guidance to assist with establishing disposal approval processes
- ▶ Appraising and sentencing hardcopy records
- ▶ Creating hardcopy archive boxes
- ▶ Appraising electronic records
- ▶ Identifying records due for disposal
- ▶ Disposing records in Content Manager

Please note that the provision of training materials or digital handouts are not included within training due to the development of generic training materials can not be achieved for a system that can be configured and used in multiple ways. Quotes for custom training materials can be provided upon request.

**TO BOOK NOW CLICK HERE OR CALL 1800 392 392**

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