



## GOVERNANCE, RISK AND COMPLIANCE

# Electronic Document and Records Management

5 day course

Classroom, online or in-house

## Course overview

A record is evidence, and an organisation that cannot produce one when a regulator, an auditor or a court asks is in a materially worse position than one that never created it. This course covers managing electronic records so they remain findable, trustworthy and legally admissible. Delegates work through classification and file plans, retention scheduling and defensible disposal, metadata and version control, and the access and audit controls that establish authenticity. Digitisation of paper archives is covered practically, along with the legal admissibility requirements for electronic evidence. The course closes on migration, since the commonest way an organisation loses its records is a system change nobody planned the records out of.

## What you will learn

- Build a classification scheme and file plan people will actually follow
- Set retention schedules and carry out defensible disposal
- Apply metadata and version control so a record can be trusted
- Design access and audit controls that establish authenticity
- Plan and execute the digitisation of a paper archive
- Meet the legal admissibility requirements for electronic records
- Migrate records through a system change without losing them

## Who should attend

- Records and information managers
- Compliance, legal and governance professionals
- Archivists and library staff
- IT staff supporting document systems
- Public sector officials with statutory record obligations

## Course outline

- 01 Records as evidence, and the cost of not producing one
- 02 Classification schemes and file plans
- 03 Retention scheduling and defensible disposal
- 04 Metadata, version control and record integrity
- 05 Access, audit trails and authenticity
- 06 Digitising a paper archive
- 07 Legal admissibility of electronic records
- 08 System migration without losing the records

## Upcoming dates

| Dates                   | Venue                   | Format    | Fee per delegate |
|-------------------------|-------------------------|-----------|------------------|
| 16 to 20 September 2026 | Nairobi, Kenya          | Classroom | R11,995          |
| 19 to 23 September 2026 | Cape Town, South Africa | Classroom | R11,995          |
| 9 to 13 November 2026   | Lagos, Nigeria          | Classroom | R11,995          |
| 21 to 25 November 2026  | Accra, Ghana            | Classroom | R11,995          |



## Fees and how to register

Online **from R6,500** per delegate, classroom **from R11,995** per delegate, in-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit [www.afrisciencegroup.com](http://www.afrisciencegroup.com), email [info@afriScience.co.za](mailto:info@afriScience.co.za), or WhatsApp us on **+27 63 479 1136**.

AfriScience Group | +27 61 536 6531 | [info@afriScience.co.za](mailto:info@afriScience.co.za) | Pretoria, Gauteng, South Africa