# **CONTENT MANAGER ARCHIVING AND DISPOSAL**



#### **Course Duration**

3 Hours

### **Audience / Roles**

System Administrator and Archivist responsible for records governance, retention and disposal

## **Course Objectives**

To impart the knowledge and skills to understand, plan and conduct retention and disposal.

## **Prerequisites**

Knowledge of:

- Retention and Disposal permissions
- Training dataset to conduct training

## **Course Description**

This training course provides users with the knowledge and skills to develop a schedule, locate records due for destruction and process for electronic destruction.

The course covers topics including Information Governance and procedures, recordkeeping concepts and legislation, schedules, consignments, searching, reviewing, endorsement/approval and disposal of records.

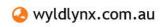
#### **Course Content**

- Retention and Disposal Overview
- Develop and Schedule with Triggers Overview
- Applying retention and disposal schedules to Record Types and Classifications
- Searching by applied triggers for records due for disposal
- Creating consignments and methods of creation
- Archivist reviewing, appraisal and sentencing
- Disposal suitability
- Disposal of Records/Advanced Disposal
- Tips and Tricks









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