



The Nelson Mandela African Institution of Science and Technology (NM-AIST)

ELECTRONIC RECORDS MANAGEMENT IN THE PUBLIC AND PRIVATE SECTORS.

The overall objective of this course is to train users and custodians of record management to be capable of analyzing, developing, establishing and administering effective and efficient e- records management systems and hence be capable of solving related challenges into their institutions.

Moreover the learners will understand the importance of using e-records in their organizations such as, timely and informed decision making, service delivery in consistency and equitable manner, quicker retrieval of documents, well controlled access to documents, more office space, protection and supported litigation and continuity in the event of disaster.

Specifically the participants will be able to apply Electronic Records Management Systems (ERMS) in their current situation, digitalize the records, develop metadata model, classification schemes and access control, conduct appraisal and retention of e-records and understand digital preservation techniques.

Course Contents

The programme will focus on inter alia:

- The Concept of Electronic records
- Current situation in the application of ERM
- Digitization and living in digital and electronic environments
- Methodologies and technologies for managing electronic records
- Development of metadata model, classification schemes and access controls
- Digital preservation techniques
- Electronic filing and E-mail records management
- ERM software appraisal techniques
- E-records security and access issues
- Web based application in records and archives management
- Managing records automation projects - Implementation planning execution (e-office practice)

Target Group

Records Managers, Officers and Records Management Assistant, Librarians, Information Management Specialist, Information Technician, Accountants and Human Resources officers from the Government Ministries, Departments, Parastatal, and Private enterprises, Non-Governmental Organizations etc.

Course Cost

The course cost is **1,000,000 TZS.** for Tanzanian Citizens and 500 USD for a Participant outside Tanzania. Costs covers tuition fee, stationary, presentation slides, hard copies of training materials, certificate of attendance and a national park tour to Tarangire.

Course Duration

The course will take place from 16th to 21th November 2020 (One week)

Polite Reminders

1. Tuition fees must be paid before the course commencement
2. Participants will be responsible for their travel and up keeping cost
3. Participants should confirm their attendance to the course one week before
4. Participants may cancel 14 days or more before commencement date

Terms and conditions

1. Participants should remit participation fee in full before the training
3. No refund will be made if the participants fail and no substitute was made

Payment Method

Participation fee should be remitted to the institutional account via the Government Electronic Payment Gateway System (GePG) at least a week before the event. A payment Control number will be issued by our payment portal available on the website www.nm-aist.ac.tz with a link: <https://nepp.nm-aist.ac.tz/login.php> by filling your personal information before.

Contact Information

For more details please don't hesitate to contact any of the following

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