Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Filing department

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

219,00 €

PRICE INCL. VAT

269,37 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Records Management

Clear overview of course topics, training scope and key information.

The Records Management seminar is intended for everyone who has understood the importance of building their own information system and the need for professional and high-quality care of documents. It is intended especially for assistants, employees in the human resources department, secretaries, records managers, archivists, employees of economic administrations, as well as other specialist employees. Proper document management is a condition for introducing ISO 9001 as well as other international standards.

COURSE CONTENT

01

Electronic Documents in Practice

Information on the prepared standard for electronic systems for records management, management of electronic documents and conditions of their credibility Long-term storage of electronic records

02

Method of Performing Records Management According to the Latest Trends

description of individual handling operations creation of internal standards in this area

03

Information on the Prepared Decree on the Performance of Records Management by Public Administration Authorities

04

Special Legal Regulations

information on special legal regulations from the area of archiving and records management, as well as special legal regulations that govern the management of certain specific types of documents (accounting, personnel, technical, business agenda), including interpretation of provisions related to document management

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05

interpretation of provisions of Decree of the Ministry of Interior of the Slovak Republic No. 628/2002 Coll. in relation to appraisal, disposal and protection of documents

analysis of individual handling operations in document management - methods of receiving, classifying, registering, processing, storing and protecting, using and discarding them in a current, modern form

06

Records Plan

guidance for creation and methods of use current trends in automated document management (software products in this area)

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/records-management