



Records Management

Course Description

This course will help you understand the lifecycle of records; from identifying, storing and maintaining records. This course is designed to ensure employees know what their responsibilities are to comply with company policies.

Accreditation and Approval

- Solicitors Regulation Authority (SRA)

Course Duration

This course will take you approximately 30 minutes to complete. This course can be re-studied at any time.

Overview of Content

- What Records Management is and why it is important
- The stages of the lifecycle of a document
- The importance of maintaining data quality
- How to create, file and maintain information effectively
- How to correctly dispose of information

Assessment

There will be a section at the end of the module with short multiple choice questions to test your knowledge. A pass mark of 80% is required to successfully complete the course.

Who is it for?

This course is suitable for all employees, including subcontractors and external partners.

To find out more, contact our sales team at: enquiries@delta-net.co.uk