



# THE UNITED REPUBLIC OF TANZANIA

## INSTITUTE OF ACCOUNTANCY ARUSHA



### SHORT COURSE ANNOUNCEMENT ON ADVANCED RECORDS MANAGEMENT AND DATA SECURITY

(22<sup>nd</sup> April – 03<sup>rd</sup> May 2019 - IAA Arusha Campus, Arusha)

#### 1.0 COURSE BACKGROUND

Organizations nowadays *create, store, retrieve* and *use* records electronically. The management of electronic records presents new and complex challenges to the record keeper because the control of electronic records is dependent upon technology. If records are not managed in a structured and comprehensive manner, the organization is exposed to risk, including; the uncontrolled accumulation of records, documents and data, the inadvertent destruction of records, documents and data, and unauthorized tampering with records and documents. These risks can lead to serious consequences for the records, including; the loss of valuable records and archives, the unauthorized alteration or deletion of records (loss of evidence), unnecessary delays or breakdowns in the business process and system paralysis or, at the very least, difficulties in accessing information.

This course focuses on records management best practices, and on records and documents security risks and their countermeasures. Participants will practice on records and documents management using Electronic Records and Documents Management System (**ERDMs**) to translate their knowledge into skills.

#### 2.0 COURSE OBJECTIVE

The course will cover the following areas:

- (1) Advanced Records Management;
- (2) Records and Documents Security;
- (3) Application of ERDMs on Records and Documents Management;

#### 3.0 COURSE CONTENTS

##### ADVANCED RECORDS MANAGEMENT

- Principles of records management;
- Records management standards; ISO Compliance
- Records & Documents management best practice

##### RECORDS AND DOCUMENTS SECURITY

- Records and documents security challenges;
- Understanding security and compliance;
- Potential threats & Security risk identification;
- Best practice on records and documents security and disposal;

## **ERDM SYSTEM FOR RECORDS AND DOCUMENTS MANAGEMENT**

- Working with documents, record series and metadata
- Managing records and documents for business processes
- Records retention scheduling, archiving and disposal
- Security and Auditing.

### **4.0 TARGET PARTICIPANTS**

The course is intended for Records managers, Information governance professionals, Departmental managers, IT staff responsible for records management, Compliance officers, Human Resources officers, Archivists, Information officers, Data protection officers, Records management personnel, Documents management officers, Registry staff, Librarians, Executive/Personal secretaries, Administrative staff, bankers and any other interested parties.

### **5.0 METHODOLOGY**

The course will be achieved through discussions, case studies, and practices/exercises. Participants will receive all course materials, and at the end of the course participants will receive a certificate of completion.

### **6.0 FEES & MODE OF PAYMENT:**

The fee for the course is **TZS 1,500,000/=** (say **One Million Five Hundred Thousand Only**) to cover for training material, tea and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

### **7.0 DATE, DURATION AND VENUE:**

This course will be conducted from **22<sup>nd</sup> April – 03<sup>rd</sup> May 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

### **8.0 CONTACT PERSONS**

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

#### **Course Director**

Eng. Nicholaus Stanslaus Email: [stanslaus.nicholaus@gmail.com](mailto:stanslaus.nicholaus@gmail.com);

Cell: +255 754 390 127 and +255 783 390 127

#### **Head of Department – Consultancy & Executive Development**

Pamela Chogo E-mail: [pchogo@iaa.ac.tz](mailto:pchogo@iaa.ac.tz) and [pamsekela@gmail.com](mailto:pamsekela@gmail.com)

Cell phone +255 655 611512 and +255759334659

#### **Course Administrator**

Ms. Caroline Lucumay E-Mail: [clucumay@iaa.ac.tz](mailto:clucumay@iaa.ac.tz) and [lucumayc@gmail.com](mailto:lucumayc@gmail.com)

Cell phone: +255 782 993 077 and +255 652 379 888

**APPLY TO:**

The Rector  
Institute of Accountancy Arusha  
P.O. BOX 2798  
**Arusha.**

E-Mail: [iaa@iaa.ac.tz](mailto:iaa@iaa.ac.tz)

**Tel: + 255- 27 – 2549605/2549606/2549264/2549265**

**Fax: + 255 – 27 2549421**