



# THE REPUBLIC UNITED OF TANZANIA



## INSTITUTE OF ACCOUNTANCY ARUSHA

### INVITATION TO AN E-RECORDS MANAGEMENT PROGRAMME

#### 1.0 Background

The Institute of Accountancy Arusha is pleased to announce an “E-records Management Programme”. The programme is in line with the National Records and Archives Management Policy 2011, the Records and Archives Management Act, 2002; and the eGovernment Agency (eGA). Through effective and best practices management of e-records and archives, the efforts aim to promote good governance; improve the provision of government services; promote e-society and inclusion society; and improve security on government records and transactions.

Good management of records and information is fundamental to a well-functioning organization since it supports business activity and provides a basis for efficient service delivery. It also provides the mechanism whereby both the private and public sectors can account for their decisions and actions. Records provide evidence for the public to confirm or claim their public rights and entitlements, as well as providing individuals with evidence to justify government decisions and a mechanism whereby they can have trust in private enterprise. Moreover, good records management is simply good business practice

Records management systems facilitate:

- ✓ Efficiency, by making information readily available when needed for decision-making and operational activities;
- ✓ Sound use of financial resources, by allowing timely disposal of noncurrent records;
- ✓ Accountability, by enabling the creation of a complete and authoritative record of official activities;
- ✓ Compliance, by demonstrating that legal requirements have been met; and

- ✓ Risk mitigation, by managing the risks associated with illegal loss or destruction of records, and from inappropriate or unauthorized access to records.

The programme will use the latest e-records information tools and delivery methods to equip practical and technical skills to all participants. IAA has solid experiences in training in e-records management and has the latest technologies to deliver the programme. The programme will enable participants to be compliant and technocrats in the profession.

## **2.0 Course Outlines**

- Introduction to Electronic Record management
- Electronic Records management fundamentals
- Electronic records custodian responsibilities
- Security of electronic records
- Emerging Technology and new forms of unstructured data
- Guidelines for electronic record Management system
  - What are records and why are they important
  - Characteristics of electronic records and electronics management systems
    - Supporting import, export and interoperability
    - Authentication, encryption and technological protection measures
- Identification
- Classification
  - Establishing classification scheme
  - Classifications levels
  - Classifications processes
  - E-record volumes
- Managing authentic and reliable records
  - Access and security
  - Access controls
  - Establishing security controls
  - Assigning security levels
  - Executing security controls
  - Security categories

- Records management process metadata
  - Tracking e-records movement
- Hybrid records management
  - Management of electronic and non-electronic records
- Retention and disposition
  - Disposition authorities (e-records disposal schedules)
  - Migration and export
  - Retention and disposal of electronic and non-electronic records
- Searching, Retrieving and Rendering (Display)
  - Rendering: Displaying records
  - Rendering: Printing
  - Rendering: Redacting records
  - Rendering: others
  - Rendering: Re-purposing contents
- Administration
  - Administration functions
  - Metadata administration
  - Reporting
  - Backup and recovery
- Pre-requisite for ERMS Implementation
- Checklist of requirements for reviewing an existing electronic records management system.

### **3.0 Target Participants**

Records Management personnel, Human Resources personnel, Executive Assistants, Office Management Assistants, Information Officers, Archivists, Documentation Officers and anyone else who is interested in this course.

### **4.0 Fees**

The fee for the course is TShs 1,500,000/= (One million five hundred thousand only) to cover for course materials and tea/coffee and Lunch. Payment may be in cash, cheque or bankers draft addressed to the Rector, Institute of Accountancy Arusha or directly to our Bank Account No. 014103007130 NBC, Arusha Branch. A discount of 3% will be offered

to those who will sponsor 4 or more participants. The Institute may make accommodation and transport arrangements on your behalf at your own costs provided you inform us well in advance.

### **5.0 Dates & Venue**

The course duration is One week (5 working days)

From **Monday, 29<sup>th</sup> October 02<sup>nd</sup> 05th November, 2018** at the Institute of Accountancy Arusha – Arusha Campus.

### **6.0 Contacts**

- Course Director: Eng. Sifael Sabaya (Ass.Lecturer and Senior Systems Analyst)  
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