

## Administration and Customer Service

# Electronic Data and Records Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD2523**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

The Electronic Data and Records Management course offered by Magna Skills is designed to equip professionals with the knowledge and skills necessary to effectively manage electronic data and records within organizations. This course covers fundamental principles, strategies, and best practices for organizing, storing, securing, and retrieving electronic data and records to ensure compliance, efficiency, and accessibility.

## Course Outcomes

- **Understand Electronic Data and Records Management Principles:** Gain insights into the importance of electronic data and records management, including legal and regulatory requirements, organizational policies, and industry best practices.
- **Implement Electronic Records Management Systems:** Learn how to design, implement, and maintain electronic records management systems (ERMS) to organize, categorize, and classify electronic records effectively.
- **Ensure Data Security and Confidentiality:** Develop strategies for ensuring the security and confidentiality of electronic data and records through access controls, encryption, backups, and disaster recovery plans.
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**Optimize Data Retention and Disposal:** Implement policies and procedures for managing the retention and disposal of electronic records in accordance with legal, regulatory, and organizational requirements.

- **Enhance Search and Retrieval Capabilities:** Explore techniques for enhancing search and retrieval capabilities within electronic records management systems to improve accessibility and efficiency.

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# Course Outline / Curriculum

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## **Module 1: Introduction to Electronic Data and Records Management**

- Importance of electronic data and records management
- Legal and regulatory requirements

## **Module 2: Electronic Records Management Systems (ERMS)**

- Designing and implementing ERMS
- Categorizing and classifying electronic records

## **Module 3: Data Security and Confidentiality**

- Access controls and permissions
- Encryption and data protection measures

## **Module 4: Data Retention and Disposal**

- Records retention policies and schedules
- Secure disposal methods and procedures

## **Module 5: Search and Retrieval Techniques**

- Metadata and indexing for efficient search and retrieval
- Advanced search capabilities within ERMS

## **Module 6: Compliance and Audit Trails**

- Ensuring compliance with legal and regulatory requirements
- Establishing audit trails for electronic records

## **Module 7: Electronic Records Preservation**

- Preservation strategies for long-term retention
- Digital preservation standards and best practices

## **Module 8: Records Management in the Cloud**

- Managing electronic records in cloud-based environments
- Considerations for data sovereignty and security

## **Module 9: Electronic Discovery and Legal Hold**

- Understanding electronic discovery processes
- Implementing legal hold procedures for electronic records

## **Module 10: Best Practices and Case Studies**

- Best practices for electronic data and records management
- Case studies highlighting successful implementation

Participants in the Electronic Data and Records Management course will gain practical skills and knowledge to effectively manage electronic data and records within their organizations, ensuring compliance, accessibility, and efficiency in data management practices.

## Target Audience

The Electronic Records Management (ERM) training is designed for Business Managers, IT Managers, Compliance Officers, Archivists, Librarians, Risk Managers, Records Managers and Information Managers, as well as for solution providers, sales consultants, project managers, and technical staff.

## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi,

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flex

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Electronic Data and Records Management
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

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Signature / Stamp

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Date