

MODULE 4: INFORMATION MANAGEMENT

CODE: 960 044 Duration: 60 hours

A. Prepare an inventory list of the types and series of documents

- Correct application of methods used
- Selection of appropriate approach
- Exact location of places for storing and using information

B. Interpret a classification plan and a records retention schedule

- Establishment of relevant links between the classification plan and the organization of a business correct identification of the type, series and cross reference of a document
- Correct identification of the importance of documents Identification in the retention schedule of the appropriate conservation periods
- Clear designation of the person authorized to establish conservation periods

C. Classify documents.

- Correct identification of the subject of each document
- Determination of the document code in accordance with the classification plan
- Observance of conservation periods S Inclusion of all elements required for classifying documents